



We put your health first

Transfer of Medical Records
PATIENT INFORMATION
PLEASE PRINT

Reason for Release:

- Moving: Out of State Within Colorado
Provider Retiring / No longer at New West
Dissatisfaction with practice / provider
Insurance Continuity of Care
Other:

Name:

Date of Birth:

Phone Number:

RELEASE FROM:

Name:

Address:

Phone:

Fax:

RELEASE TO:

Name:

Address:

Phone:

Fax:

I request and authorize this transfer and release of my medical record to and from the medical practice listed above. I understand that this documentation includes all forms of Protected Health Information (PHI) and I also applicable to the electronic transfer of records if the if the requested recipient is able to accept and access encrypted information from the New West Physicians Electronic Medical Record.

- ENTIRE RECORD - OR:
Doctor's Notes
Pathology Reports
X-Ray Reports
Laboratory Reports
Diagnostic Studies
Medications
Diagnoses
Other

Due to the sensitivity of the following information, please check off and initial if you would like the following information to be released:

- Notes and reports related to STDs including HIV/AIDS
Psychiatry/Mental Health Notes
Notes related to Drug/Alcohol Abuse

I understand that New West Physicians will no longer be responsible for the protection of the PHI except in its original format in their records. The recipient of the medical records become responsible for the protection of the PHI once the transfer takes place. I understand I have the right to revoke this authorization at any time. I understand if I revoke this authorization, I must do so in writing and present the written revocation to the Site Practice manager. I understand the revocation will not apply to information that has already been released in response to this authorization. I understand the revocation will not apply to my insurance company when the law provides my insurer with the right to contest a claim under my policy. I certify that their request has been made voluntarily.

PLEASE NOTE: THERE MAY BE A CHARGE FOR THE COPYING OF RECORDS

In Accordance with Chapter 2, Part 5, sections 5.2.3.4 of the Colorado Regulations of Health Facilities, the cost of this information cannot exceed \$18.53 for the first 10 or fewer pages and \$.85 per page for pages 11 through 40, \$.57 per page after 40 pages. Actual postage or shipping costs and applicable sales tax, if any, may be charged. We will not be able to process your request until the following payment is received.

Signature of Patient

Date

Witness

Date

Signature of authorized Representative (If patient is a minor or unable to sign)

Attach copy of Durable Power of Attorney if patient is adult