



TLC PEDIATRICS L.L.C. and ASSOCIATES  
 4357 NORTHVIEW DRIVE  
 BOWIE, MD 20716  
 Phone (301) 352-6515  
 Fax (301) 352-6516

Please complete form in it's entirety. TLC Pediatrics staff is unable to complete.

**Patient Information:**

Print name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Address \_\_\_\_\_ Phone # \_\_\_\_\_

**Please release my healthcare information from:**

**Please send my healthcare information to:**

Name of Facility/Provider:  
 \_\_\_\_\_

Name of designated recipient:  
 \_\_\_\_\_

Address: \_\_\_\_\_

Address: \_\_\_\_\_

City/State/Zip \_\_\_\_\_

City/State/Zip \_\_\_\_\_

Phone/Fax Number: \_\_\_\_\_

Phone/Fax Number: \_\_\_\_\_

**Information to be released**

**Format:** Paper  Electronic (CD)

- Complete Medical Record †
- Records from \_\_\_\_\_ to \_\_\_\_\_ only
- The most recent 2 years of pertinent information (chart notes, labs, ultrasounds and special tests)
- Immunization Record
- Other (Specify): \_\_\_\_\_
- Billing Records from \_\_\_\_\_ to \_\_\_\_\_

**Purpose of Request:**

- Continuing Care †
- Personal use
- Insurance Change :
- Other (Specify): \_\_\_\_\_

**Fees for Copying Medical Records**

The following fees will apply:  
 A base preparation fee of \$22.88, if the records are sent to a provider or person other than the patient.  
 A charge of \$0.83 cents per page, and the actual cost of postage and handling. Preparation fee may apply.  
 Electronic format is 75% if the per-page fee, not to exceed \$81.63, as well as the actual cost of postage and handling.

**My Rights**

I understand I have the right to revoke this authorization at any time. I understand that if I revoke this authorization, I must do so in writing, and present to the office where my information is being released. 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 understand that authorizing the disclosure of this health information is voluntary. I can refuse to sign this authorization. I need not sign this form in order to assure treatment. I understand that I may inspect or receive copies of the information to be used or disclosed, as provided in the Code of Federal Regulations (CFR 164.524). I understand any disclosure of information carries with it the potential for an unauthorized re-disclosure and the information may not be protected by federal confidentiality rules.

**Patient Authorization**

I understand that I may be charged the fees shown above for the copying of my medical records. I authorize TLC Pediatrics, LLC to release my medical records (including medical information related to the diagnosis or treatment for HIV testing, drug and alcohol, or a psychiatric condition) as specified above. This request will remain in effect for one year from the date the Authorization is signed.

Contact TLC Pediatrics' office manager with questions regarding your request.

Printed Name: \_\_\_\_\_ Relation to Patient: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

(Patient, Parent, Guardian\*, Authorized Representative\*)

\* Must provide documentation to prove authority to sign on behalf of the patient)

**THIS AUTHORIZATION WILL EXPIRE 90 DAYS FROM THE DATE SIGNED**