



Outgoing Medical Record Release Form

****Incomplete releases will not be processed****

Patient Name: _____ **DOB:** _____

Medical Records to:

Name of Office/Individual to receive records

Phone Number

Email Address (if e-mailing records)

Fax Number (if faxing records)

How would you like to receive them?

Choose one:

E-mailed Faxed

Published to Patient Portal (portal eligibility and activation required)

Records requested: (Choose one)

Immunization Record and last 3 office visits (no charge)

Complete Medical Record (**may be subject to charge**)

Other (Please Specify) _____

Purpose of Disclosure: _____

I authorize the release of medical information to another provider/facility as deemed necessary for my treatment. I further authorize SouthernMED and Sweetgrass Pediatrics to obtain medical information from another provider/facility as deemed necessary in the course of my treatment. This authorization may be revoked by me, in writing, at anytime. Information used or disclosed pursuant to this authorization may be subject to re-disclosure and no longer protected by HIPAA. My health care and payment for my health care will not be affected by refusing to sign this form. I understand that I may see and copy the information described on this form as requested. **I understand there may be a fee for copying medical records as allowed by federal and state law. I understand that it may take 30 days for medical records to be released and that SouthernMED and Sweetgrass Pediatrics may withhold records until the medical record fee is collected.**

Printed Name of Requestor

Relationship to patient

Patient/Parent/Guardian Signature

Date

Address: _____

Telephone Number: _____

Rev. 02.2026

This release expires 1 year from signature date above unless specified otherwise in writing.