

## Pediatric & Medical Associates PC

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### Medical Records

Please read this form and the medical record release form in its entirety prior to requesting medical records.

In order to release a copy of your medical record, we need a signed HIPAA compliant release (available under commonly used forms, see *MEDICAL RECORD RELEASE FORM*)

This release tells you about the process and also tells us what you're looking for.

Please indicate on the form how we can reach you, what your current address is, and where you would like records sent.

The record release form should indicate what records you need. For example if you only need immunization records or a particular visit note.

If you indicate that you would like the entire record sent, we will be sending the entire record. Please be advised that there may be fees involved as indicated on the release. We do not charge a fee for the basic record, which includes the last physical, immunization record, growth charts, medication list and a problem list.

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*If you are over 18 years old, we need a release signed by you, not your parent. If you wish to authorize another adult to receive a copy of the record, written authorization is required.*

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Please be aware that record requests can take up to 30 days to process. Requests are processed in the order in which they are received. If you need the records sooner, we will try to accommodate your request if time allows.

You may contact our office if you have any questions regarding your records, your child's record, or the process of releasing records. You can reach medical records at 203-865-3737 xt. 315.