



West Monroe: 107 Summer Lane West Monroe, LA 71291 PH: 318.396.1969 F: 318.396.1970  
 Ruston: 2309 S. Service Rd. W. Ruston, LA 71270 PH: 318.232.1969 F: 318.232.1970  
 Monroe: 4401 Sterlington Rd. Monroe, LA 71203 PH: 318.388.1989 F: 318.388.1992  
 Shreveport: 1800 Buckner Square -Ste C249 Shreveport, LA 71101 PH: 318.934.1969 F: 318.934.1960

**Our mission:** To joyfully use our gifts to brighten the lives of others.

## MEDICAL RECORDS RELEASE

### PATIENT INFORMATION

TODAY'S DATE: \_\_\_\_\_

Name: \_\_\_\_\_ DOB: \_\_\_\_\_

Address: \_\_\_\_\_ City/State/Zip \_\_\_\_\_

Phone: H) \_\_\_\_\_ Pone: C) \_\_\_\_\_ Phone: W) \_\_\_\_\_

**Please Note: Copy Fee May Be Charged For Medical Records**

### Release To

Name/Facility: \_\_\_\_\_

Address: \_\_\_\_\_ City/State/Zip \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Information May Be:  Mailed  Faxed  Picked Up By: \_\_\_\_\_

### Purpose

Records are to be released for the following purpose(s):

Medical Care  Attorney/Legal  Personal  Insurance  Disability/SSI

Other: \_\_\_\_\_

### Information to Release

All Medical Records  Evaluations  Progress Notes  Discharge Summary  Other: \_\_\_\_\_

### Patient/Parent/Legal Guardian Authorization

Unless otherwise revoked, this Authorization will expire in (1) year from the date it is signed or, if specified, on the following date, event or condition (complete if desired): \_\_\_\_\_ This Authorization may be revoked at any time. However, the revocation will not apply to uses or disclosures occurring prior to our receipt of your revocation request. In order to revoke the Authorization the individual/parent/legal guardian must submit a revocation request in writing to **Attn: Medical RecordsDept.**

**Melanie Massey Physical Therapy 107 Summer Lane West Monroe, LA 71291.** Please refer to **Melanie Massey Physical Therapy** Notice of Privacy Practices.

Signature of Patient: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of  Parent/  Legal Guardian (check one): \_\_\_\_\_

**Note: IF Legal Guardian is checked, documentation establishing guardianship must be provided or on record in order to comply with above request.**