



Rocky Run Family Medicine

Laurie S. Markin, M.D., FAAFP – President
 Courtney Ryan, M.D.
 Robert C. Mancini, M.D.
 S. Shawn Niemann, M.D., FAAFP
 Abigail Ho, FNP-C
 Brenda Herrera, FNP-C
 Kiri Nye, FNP-C

Medical Records Release

Fees Apply

Date Requested: _____

Please fill out the entire form. Incomplete forms cannot be processed.

Patient Name: _____ DOB: _____
 Address: _____ Phone: _____

Complete Transition/ Continuity of Care Document

Or Please Check All Applicable Below:

- | | |
|---|--|
| <input type="checkbox"/> History and Physical | <input type="checkbox"/> EKG/EEG/CATH |
| <input type="checkbox"/> Progress Notes | <input type="checkbox"/> Radiology Reports/Imaging |
| <input type="checkbox"/> Pathology Reports | <input type="checkbox"/> Other _____ |
| <input type="checkbox"/> Laboratory Reports | Specific Dates (If Applicable) _____ |

Information Released To: Name: _____
 Address: _____

Fax (If Medical Office): _____

_____ **CHECK HERE** for e-Delivery (Must complete additional form) via patient portal

Purpose:

- ___ Legal ___ Insurance ___ Workers Comp
 ___ Leaving Practice ___ Moving ___ Other(Specify) _____

Signature

Date

Virginia Law permits a charge for personal/transfer of your records. As a convenience we are often able to provide this service in-house via e-Delivery. However, we do partner with Ciox Health to handle larger and more complex requests. Ciox Health has been contracted to provide this service and will invoice you directly. **PRE PAYMENT IS REQUIRED PRIOR TO RELEASE OF RECORDS. THE ROCKY RUN FAMILY MEDICINE PROCESSING FEES ARE CONSISTANT WITH FEDERAL, STATE, AND HIPAA LAWS.**



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Electronic Delivery Instructions

In an effort to make the transition as affordable, green, and convenient as we can, your health records in our electronic system can be shared via the patient portal.

First: Provide your email on the *Electronic Delivery Request* form.

Second: You will receive an email from our office with a link attached that will direct you to the patient portal to register.*

When registering for the first time, please use ALL capital letters when entering your email and the password must include at least 1 number, 1 special character, and be at least 8 characters long

Third: Once your records are uploaded onto the patient portal, you can view and print them from home. We ask for a few days to get your records uploaded, so feel free to keep checking the portal for the records.

Once registered, go to the orange tab on the left side of the screen that says DOCUMENTS and select the SHARED DOCUMENTS option. Your records will appear in a single PDF format. If you experience any issues logging into the portal or have any questions, please contact our office and we will be happy to assist you.

Signature

Date