



3525 SUGARLOAF PARKWAY  
LAWRENCEVILLE, GA 30044  
PH- 678-377-1113 FAX- 678-377-9390

**MEDICAL RECORDS REQUEST**

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

**Patient Information:**

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

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

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

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

**Records to be sent to:**

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

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

Phone# \_\_\_\_\_ Fax# \_\_\_\_\_

**REASON FOR RECORDS?**

- Unhappy with Service
- Moving out of Area
- Change Of Insurance
- Other

Comments: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Date

For Office Use Only- Do Not Write Below Line

Approved By: \_\_\_\_\_

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