

# Medical Records Document Request Form

Use this **medical records document request form sample** to efficiently obtain patient information from healthcare providers. This template ensures compliance with privacy laws and streamlines the record retrieval process. It is essential for authorized personnel seeking accurate and timely medical data.

## Requester Information

Name of Requester:

Organization/Facility:

Relationship to Patient:

Contact Number:

Email Address:

## Patient Information

Full Name:

Date of Birth:

Patient ID (if applicable):

## Records Requested

Type of Records Requested:

-- Select --

If Other, specify:

Date Range of Records Needed:

e.g. Jan 2021 - Dec 2023

Purpose of Request:

Medical care, insurance, legal, personal, etc.

## Delivery Information

Preferred Delivery Method:

Delivery Details (address, fax number, etc.):

## Authorization



I certify that I am authorized to request these records and that the information provided is accurate.

Requester Signature:

Date:

Submit Request