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**INFORMATION FOR OBTAINING YOUR CLINICAL RECORDS**

* Release of clinical records may be requested by filling out an **Authorization to Release Information Form.** It is important that the authorized individual initial all the appropriate sections on the form including diagnosis and services to be released.
* In addition, complete the **Release of Information Questionnaire.** Please include your name, date of birth, phone number, reason for your request and specify the type of records that you are requesting.
* The **Authorization to Release of Information** form is available for completion online at **davidlawrencecenter.org** or you may complete a release at any Center location.
* The entire release of information form must be completed, signed, dated, and witnessed. Please do not forget to include the questionnaire. Completed forms may be dropped off at any center location or faxed to the Clinical Records Department.

Phone: 239-354-1403 Fax: 239-354-1458

* A minimum of **14-30 business days** is required to process all records requests. Once records are prepared, the Clinical Records department will be in contact to arrange for payment and distribution of records. Records may be faxed, mailed or emailed using a password.
* The cost of producing records is $1.00 per page. Payment is required prior to the release of records. Payment can be made by cash or credit card (Debit, Visa or Mastercard). We are unable to accept American Express.