

# SANTA FE OB/GYN REQUEST FOR RECORDS RELEASE

**405 Kiva Court  
Santa Fe, NM 87505  
(505) 988-4922**

Physician's Name: \_\_\_\_\_

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

City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP Code: \_\_\_\_\_

Dear Doctor: \_\_\_\_\_:

The following individual has asked us to request that his or her medical records be released and forwarded to our office:

Patient Name: \_\_\_\_\_

Birthdate: \_\_\_\_\_ Social Security Number: \_\_\_\_\_

In order for us to fully evaluate this patient's health and make informed decisions, the patient has approved our request for copies of all relevant medical records in your file. Please be sure to include x-ray films and reports.

Thank you for expediting this request. Please send these records to our office address:

Santa Fe OB/GYN  
405 Kiva Court  
Santa Fe, NM 87505

I hereby authorize the release of all necessary medical records to \_\_\_\_\_. I wish for them to be forwarded as soon as possible.

Patient's Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
(or parent if patient is a minor)

Patient's Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP Code: \_\_\_\_\_

Signature of Witness: \_\_\_\_\_