To receive your medical record, please complete the following steps in their entirety

1. Fill out each section of the “Authorization to Release Protected Health Information” form.

2. You may choose to pick up your medical record by hand carrying the form to any SimonMed Imaging center, or you may submit the form via fax and have your medical record sent to you.

   a. **Hand Carry/Pick up:** Please take the completed “Authorization to Release Protected Health Information” form with a valid ID to any SimonMed Imaging center. In certain circumstances, you may experience a wait of up to 15 minutes to process your request.

   b. **Fax:** Please fax the completed “Authorization to Release Protected Health Information” and a photo copy of your valid ID to (602) 302-5958. All requests are processed within 1 week of receipt.

Please note: A fee of $25.00 per set applies for any film request. As a courtesy to our patients, any request for reports and/or a CD containing images will be provided at no charge. If the “Authorization to Release Protected Health Information” form is incomplete, you will be contacted by a Medical Record staff member to request additional information.
Authorization to Release Protected Health Information
PLEASE FILL OUT EACH SECTION BELOW

PATIENT NAME: ___________________________________________________ MRN: __________________

DATE OF BIRTH: __________________________ SOCIAL SECURITY NUMBER: X X X – X X – _____ _____ _____

ALIAS/MAIDEN NAMES: ____________________________________________ Phone: ____________________

To Disclose My Records: (Please check the exam(s) for which you are requesting reports/images)
☐ All Medical Records
☐ MRI
☐ PET
☐ CT
☐ X-Ray
☐ Dexa / Bone Densitometry
☐ Sonogram/Ultrasound
☐ Mammogram
☐ Nuclear Medicine
☐ Other: ____________________________________

Please provide a description of the exam you are requesting reports/films on (date, exam, body part):
____________________________________________________________________________________________

Are you requesting (check all that apply): ☐ Report(s) ☐ CD ☐ Films

Please note, a $25.00 fee per set of films will apply. All films and CDs are promptly prepared at the time of pick up.

Please indicate how you would like these to be received:
☐ Fax to: __________________________ ATTN: __________________________

☐ Mail to: _________________________________________________________

☐ Collect in Person: I understand that my records will only be provided to myself or any individual(s) I listed below. A photo ID is required at the time of pick up.

By my signature below, I authorize SimonMed Imaging to release my protected health information to the following individual(s):

Name: ____________________________________________ Relationship: ______________________________

Name: ____________________________________________ Relationship: ______________________________

I understand that after the custodian of records discloses my health information, it may no longer be protected by federal and/or state privacy laws. I further understand that this authorization is voluntary and that I may refuse to sign this authorization. My refusal to sign will not affect my ability to obtain treatment, payment, eligibility for benefits unless allowed by law. I understand this authorization may be revoked in writing at any time, except to the extent that action has been taken in reliance on the authorization. Unless otherwise revoked, this authorization will expire 1 year from date of signature. You have the right to revoke this authorization, except to the extent the custodian of records has relied on it, by sending your written request to the Privacy Officer at: 6900 E. Camelback Road, #700 Scottsdale, AZ 85251

__________________________________________________ Date of Signature

__________________________________________________ Relationship to Patient

Phone: (866) 614-8555 Fax: (602) 302-5958