

## Medical Record Request - Outgoing

TO:

**Windsor Regional Medical Associates, LLC  
300A Princeton-Hightstown Road Ste 102  
East Windsor, NJ 08520**

I \_\_\_\_\_ hereby request and authorize you to send copies of all of  
(Patient's Name)

the chart records checked below (check all that you want sent):

- progress notes
- laboratory reports,
- radiology reports,
- hospital and operative summaries
- consultant physician letters

**Or**

- all available records

from \_\_\_\_\_ to \_\_\_\_\_  
(Date/Month/Year) (Date/Month/Year)

Information to exclude \_\_\_\_\_.

Reason I want information disclosed (example: changing doctors, disability claim, life insurance application):

\_\_\_\_\_

Please send this information to:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I understand that a fee of \$1 per page, minimum \$10 and maximum \$100 per request, may be charged to me for these records as established by New Jersey law, and agree to pay any such fees.

\_\_\_\_\_  
Signature of Patient

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Patient Name

\_\_\_\_\_  
Patient's Date of Birth

Expiration date of request will be 1 year from today's date or as specified here: \_\_\_\_\_