

Boston Institute for Psychotherapy

AUTHORIZATION TO RELEASE PROTECTED HEALTH INFORMATION

Please print

Patient Name

Other Last Names

Date of birth

Phone Number

Email Address

Street Address

City, State, Zip code

Transfer of care is required due to the closing of my physician's office. Therefore, I hereby authorize

Morgan Records Management LLC, 159 Frontage Rd, Manchester, NH 03103,

on behalf of Boston Institute for Psychotherapy, to execute one of the following;

Please select one:

Secure HIPAA approved electronic transfer to patient; not to the Physician's office.

List your email address here _____

Pick up disc, in person, at Morgan Records, 159 Frontage Road, Manchester, NH 03103. Available office hours are Monday – Thursday 8am-4pm. A 48 hour notice for pick up is required.

Disc mailed to home or physician/facility. There will be a \$10 shipping charge prior to mailing. We mail USPS Certified Return Receipt. List address here:

I, _____, am the patient or legal guardian who has authorization to release the above records. Any facsimile, copy, or photocopy of this release will be valid for 90 days and shall authorize you to forward my medical records. This form gives my health care providers permission to share my private information and discuss the details on my case, as needed. Only records from this facility can be legally released. Any records from other physicians must be obtained from them directly.

Please note; a \$25 records management fee is requested to process & deliver your medical records.

Payment Options:

CREDIT CARD – please circle this option, once I find your records I will call to process payment over the phone.

CHECK - please mail your completed authorization form with an attached check or money order made payable to Morgan Records Management LLC, to 159 Frontage Rd, Manchester, NH 03103.

Patient or Legal Guardian Signature

Date

Your completed authorization form may be faxed to 603-509-3987, emailed to Marie@MorganRM.com, or mailed to Morgan Records Management LLC, 159 Frontage Rd, Manchester, NH 03103.

