



37 Breed Street, Traralgon  
PH: 5176 1933 Fax: 5174 6165

## **REQUEST FOR TRANSFER OF RECORDS**

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

The following patient/s are currently attending this clinic, and have requested that you forward a copy of their full medical records, at your earliest convenience.

<b>PATIENT NAME</b>	<b>Patient 1.</b>	<b>Patient 2.</b>
<b>ADDRESS</b>		
<b>DATE OF BIRTH</b>		

Would you please indicate if any CARE PLANS have been prepared – especially a 2702, 2710, or such items as: 700, 713, 717, 721, 723, 725, 900.

***We currently use Best Practice – please use "XML" format as this is compatible with our system***

We appreciate your assistance and enclose a signed authority below.

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### **Authority to release medical records:**

I hereby authorise Dr \_\_\_\_\_

Of: \_\_\_\_\_ Clinic

Address \_\_\_\_\_

To release my/our medical information to Dr \_\_\_\_\_

*Signed:*

Patient 1 \_\_\_\_\_ Patient 2: \_\_\_\_\_