Authorization to Duplicate, Use or Disclose Protected Health Information

Willamette Dental Group

Please complete the form below to request copies of patient X-rays and/or records from Willamette Dental Group. Secure electronic transfer of records is available free of charge. Printed copies incur fees as outlined below. Applicable payment is due at the time of request. Duplication of records will be processed promptly upon receipt of request and payment, if applicable. Persons over age 18 must sign this authorization for themselves. Thank you!

Who Is Submitting This Request?

☐ Patient/Member ☐ Parent

☐ Other Authorized Requester. Describe: _____

Which Patient/Member's Information Are You Requesting?

Name:	DOB:

What Information Would You Like To Request?

Information Available	Secure Electronic Transfer	Printed / Hard Copies
Treatment Notes / Perio Charting	☐ No charge	☐ $10
X-Rays	☐ No Charge	☐ $10
Orthodontic Models	N/A	☐ $30

Describe information requested (if necessary): _____

For Secure Electronic Transfer

Please submit this completed form as an attachment in a secure email to records@willamettedental.com.
Instructions on how to use our secure email can be downloaded from:
https://willamettedental.com/secure_email_instructions.pdf

Where Would You Like These Sent?

Name:	Phone:	Email:

For Printed / Hard Copies – Choose One of the Options Below

☐ Pick-up printed copies at local Willamette Dental Group office. Preferred Office: _____

☐ Via U.S. Mail to:

Name:		
Address:		
City:	State:	Zip:
Phone:		

Please submit this completed form and payment via mail to:

Willamette Dental Group, ATTN: Records Department, 6950 NE Campus Way, Hillsboro, OR 97124

I authorize Willamette Dental Group P.C. to duplicate, use or disclose my protected health information as described above. Authorization will expire in 90 days unless I revoke it earlier by written request sent to Willamette Dental Group P.C. The patient/member, parent or authorized personal representative must sign this Authorization.

_____ _____ _____

Signature Print Name Date

Rev. 10/18 FOR INTERNAL USE – Completed by: