

Jake Gurland, M.D.
525 Broadway
Bayonne, NJ 07002

MEDICAL RECORDS RELEASE (to patient) OFFICE POLICY

Please be advised that all medical records requests take up to 30 days to process.

The office of Dr. Jake Gurland will fax your records (if the file can be faxed, due to size) to any doctor/ facility free of charge.

- A request will need to be filled out as to whom we are forwarding your records too.
- As a patient you are entitled to a copy of your own medical records. You can access these in your patient portal for FREE. If you need help setting this up, please contact the office. If you, the patient, are requesting a copy of your full medical records in print, there will be a charge of \$1.00 per page to be paid in advance. Once the payment is received the records will be processed in the order they were received.
- As the patient, you will be notified when these records are available for pick up.
- At any time, you are welcome to call the office and check status.

I, _____, wish to have my medical records forwarded to the following provider/facility:

Phone:

Fax:

Attn:

Total Number of Pages:

Payment Due:

Payment Made (Date):

Via CC / Check #

Records Sent (Date):

Via Fax / Mailed (Date)

Records sent by (employee name):

(p) 201-649-1190 / (f) 201-730-0433
Jakegurlandmd.com