



Kapahulu Dental Center
3358 Campbell Avenue
Honolulu, HI 96815
(808) 734-8820

Authorization for Release of Dental Records and X-rays (To Other Dental Office)
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I, _____, hereby authorize the doctors and staff of the Kapahulu Dental Center to release records or knowledge concerning my dental health to:

Full Dr. Name _____

Street Address _____

City, Zip Code _____

Practice telephone number: _____

I specifically request that you release copies of:
all x-rays all treatment notes

Signed (patient or guardian name) _____

Printed name (patient or guardian name) _____

Please complete this form and fax it to (808)732-6006. Payment is required to cover the cost of duplication and/or copying patient records. In accordance to Hawaii law all original records remain the property of the Kapahulu Dental Center but patients are entitled to access copies of all records.

See page 2 for payment information and instructions.



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Records Transfer Instructions

[Please read carefully in order to avoid delays.]

Protecting our patients against harm is an important duty. Therefore, we are requiring government identification before releasing any patient records. Acceptable government issued identifications are a current Hawaii driver's license, a Hawaii ID card or a US Passport. Out of state licenses will usually be accepted. Please make a copy of both the front and back of your Driver's license and fax it along with your records transfer request. . It usually takes from three days to a week to have records duplicated and another three to seven days for the US mail to get to the new dentist's office. Records are NOT duplicated on Fridays or Saturdays. In addition, we are happy to have you speak with the Office Manager about transferring your records. Please, do not walk into the office without notice. We will not leave scheduled patients who are in our dental chairs to duplicate records. We owe the patients who are in our office being treated the courtesy of attending to their care. If you only check off that you need x-rays, the charge for duplication and mailing is \$ 30.00. If you also wish to have photocopies of your treatment sheets, the fee is \$ 45.00. It often takes a member of the staff at least a half hour to several hours to duplicate records. Since this is a significant time expense, your payment must accompany your request for us to dedicate a staff member to this activity. We have included a credit card authorization form in this form. Please fill it out completely and fax it with your records transfer request.

Agreement to debit my credit card for records transfer

- \$ 45.00 for full records transfer
- \$ 30.00 for an x-rays only

I give the Kapahulu Dental Center permission to debit transfer from the below listed credit card.

Please apply these funds to the account of: (print clearly)

Patient Name: _____

Responsible Party Account (if different from patient: _____

I understand that these funds are for the costs of duplication, copying and mailing the dental records for the above named patient. In the case that there are any problems with my credit card payment, I agree to pay all collection costs and reasonable attorneys fees incurred in attempting to collect on this or any future outstanding account balances for the above named patient.

Name of the Bank that issued this credit card: _____

Bank Telephone Number: _____

Circle one: Visa / Master Card / Discover / American Express

Credit Card Number: _____

Credit Card Expiration Date: _____

Card Verification Code _____

I certify that this is my credit card and that I am legally authorized to give permission for its use. By signing this agreement and by providing a photocopy of my credit card, I hereby give my fully informed consent to copy and mail records for the above named patient. I realize that once the services have been completed that these funds will be applied to the payment of these services and that I will not be entitled to any refunds. I agree not to dispute the resultant charges.

Cardholder Signature: _____ Date: _____

Cardholder Printed Name: _____

Kapahulu Dental Center will keep all information entered on this form strictly confidential. Mahalo for your understanding and cooperation.