

Sandra's Nursing Services L.L.C.
11712 Doxdam Terrace, Germantown, MD 20876
Office Phone: 301-212-7106
Fax:301-212-7108
Email: rousern@verizon.net

General Medical Records Request/Release

To Whom it may concern:

The purpose of this letter is to request copies of medical records as allowed by the Health Insurance Portability and Accountability Act (HIPAA) and Department of Health and Human Services regulations.

Patient Information:

Patient Name: _____

DOB: ___/___/___ SSN: ___-___-___

The following patient was treated at your facility _____
between _____ to _____. Sandra's Nursing Services L.L.C. is requesting
copies of the following documents _____ related to the
patient's treatment.

- (H&P)

Please fax the specified documents/records to our office 301-212-7108. If you have any additional questions, comments or concerns, please call or email our office. We look forward to receiving the above request for records as specified under HIPAA.

Sincerely,

Sandra Rouse, RN, BSN

Sandra Rouse BSN/RN Owner
Sandra's Nursing Services L.L.C.