



## Record Request

Date of Request: \_\_\_\_\_

Client Name: \_\_\_\_\_ Client DOB: \_\_\_\_\_

Person Requesting: \_\_\_\_\_ Phone: \_\_\_\_\_

Agency: \_\_\_\_\_ Email: \_\_\_\_\_

Reason for Request: \_\_\_\_\_

Information Requested:

- |                                                 |                                            |                                                    |
|-------------------------------------------------|--------------------------------------------|----------------------------------------------------|
| <input type="checkbox"/> Psychiatric Evaluation | <input type="checkbox"/> Treatment Plan(s) | <input type="checkbox"/> Psychiatric Progress Note |
| <input type="checkbox"/> Clinical Summary       | <input type="checkbox"/> Assessment        | <input type="checkbox"/> Discharge Summary         |
| <input type="checkbox"/> TCM Notes              | <input type="checkbox"/> TCM Service Plan  |                                                    |
| <input type="checkbox"/> Other: _____           |                                            |                                                    |

Records to be provided to:

Name: \_\_\_\_\_ Agency: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Phone number: \_\_\_\_\_

Fax Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

**\*\* Records will not be released to a third party without a current, HIPAA compliant Release of Information authorization, along with the legal paperwork to support the authorizing signature.**

- Release On File       Release Attached

Families First of Florida (FFF) will send/provide Electronic Health Information (EHI) in a secure manner, however if the client or the client's personal representative who has been granted the authority to make healthcare decisions asks FFF to send EHI to an unsecure destination/device then FFF cannot be held liable for third party release or redisclosure.

**Please email the completed form to [records@familiesfirstfl.com](mailto:records@familiesfirstfl.com) or fax to (813) 354 – 2416 Attn: Records**

**Telephone Number (813) 290-8560 (Choose Your Service Center Accordingly)**

**Fax Number for Records Requests (813) 354-2416**

[www.familiesfirstfl.com](http://www.familiesfirstfl.com)