



Medical Records Release Protocol for Parents and Assigned Legal Guardians

When a request for medical records to be released is made, the party with legal authority will sign the request for release of medical records form.

When the Infinity staff member is able to verify the authenticity of the requesting party, they will inform them that it may take 3 to 5 business days to complete the request.

Authorized parties must understand that it is the policy of Infinity Pediatric and Adolescent Medicine to either forward ONE and only ONE medical record package to the designated new PCP or the records are to be given to the party with legal authority. Infinity will not make duplicate copies of the medical record nor will they send multiple copies of medical records to multiple providers or specialists. This is the responsibility of the parent/legal authority obtaining the records.

Once a patient has been transferred to another PCP, the parent/legal authority has 30 days to request release of medical records. After the 30 day period expires, no other record requests will be honored.