

If you want copies of the information, we will contact you to inform you of the charges for the information. Within a reasonable time after our receipt of your payment, we will either mail the information to you, or contact you to inform you that the information is available for you to pick up. **Once we receive your written request, it will take 72 hours for copies to be made.**

Signature of Person Making Request

Printed Name of Person Making Request

IF THE PERSON MAKING THIS REQUEST IS NOT THE PATIENT:

Relationship of the person making this request to the Patient (e.g. - parent, guardian, or personal representative)

Mailing address of the person making the request

Telephone number of the person making the request

Thank you!

Kagan, Jugan & Associates, P.A.

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