

## Records Requests

To have your child's medical records sent **to** Village Pediatrics, please fill out the form "Authorization for Release To" below.



### Authorization for Release To

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If you would like a copy of your child's medical records or would like them sent to another medical office, please fill out the form "Authorization for Release From" below and return it to Village Pediatrics in-person, via fax or by emailing it to [frontofficentx@villagepediatricsofntx.com](mailto:frontofficentx@villagepediatricsofntx.com).

Records requests are processed through Vital Chart, a third-party. Vital Chart will provide you with access to your child's records electronically through a portal where you can download or print these records. Please ensure your contact information is correct before submitting the form. Vital Chart charges a nominal fee for processing medical records. For questions or if it's been more than 15 days since submitting your request and you haven't received your child's records, please contact Vital Chart at (972) 399-0941.



### Authorization for Release From

*For help from a Village Pediatrics team member, please call **(214) 473-2200** or text **(469) 382-3796**.*