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Department of Neurology

## GUIDELINES FOR MEDICAL DOCUMENTATION REQUESTS

Dear Patient:

In the Neurology Department, we are dedicated to providing you the very best in patient care and service. We understand you may need medical documentation for employers, schools, insurance companies, registry of motor vehicles, etc. We want to make this process as easy and efficient for you as possible.

So that we can fulfill your request effectively, please follow these guidelines:

1. Please inform us of your need for a letter or other form of documentation **at least two weeks** in advance of when it is needed so that we have time to process the necessary documents. Documentation requests are processed in the order that they are received.
2. Please fill out a "Release of Medical Information" form indicating what type of medical information is permissible to disclose, and sign it.

**Due to HIPAA regulations, we are not able to release medical information on your behalf without a signed Medical Release from you at the time of your request.**

This form can be obtained at the front desk in the Neurology Clinic or, if you would like to receive a Medical Release form via fax, please call our office at 617-732-7547, provide us with a fax number, and one will be faxed to you.

3. Please provide us with the name, address and fax number to whom the documentation should be addressed. If a letter is being requested, please provide us with a brief description of what you would like to convey in the letter.

Thank you for your assistance in making this process as smooth as possible. If you have any questions, please call us at 617-732-7547.