

**RADIOLOGY ASSOCIATES OF OCALA  
MEDICAL IMAGING CENTER OF OCALA  
MEDICAL IMAGING CENTER AT WINDSOR OAKS  
WOMEN'S IMAGING CENTER  
TIMBERRIDGE IMAGING CENTER  
P.O. BOX 6200  
OCALA, FLORIDA 34478-6200  
PHONE: (352) 671-4221  
FAX: (352) 671-4393**

**To Whom It May Concern:**

**We value the privacy of our patients. Therefore in keeping with our internal privacy policies as well as those established by HIPAA, it will be necessary for your client to complete the appropriate release of medical information form(s). Mail the completed form(s) to my attention at the address noted below. Please also send a cover letter indicating the name of the person in your firm responsible for receiving your client's medical records. When the notarized forms arrive in my office I will forward all requested medical records to the person indicated in your cover letter.**

**Please note that there are three (3) separate forms, one for each of our facilities/entities. In order to insure that you receive all of your client's records I always recommend that your client complete all three, unless they are certain at which facility or facilities they received imaging services.**

**All forms must be:**

- 1. Completely fill out and submit our company authorization form(s) which must include:
  - a. Date(s) of service**
  - b. Specifically what information you would like (bills, reports, film count)****
- 2. Expiration date of authorization**
- 3. Original signature of patient/legal guardian (if an executor to an estate is signing this form you must send the court order appointing them as such with the request).**
- 4. Notarize the form(s)**
- 5. Mail to: Deb Azure, Administrative Assistant, PO Box 6200, Ocala, FL 34478-6200**

**If you have any questions please do not hesitate to contact me at (352)671-4221.**

**Thank you,**

**Deb Azure  
Administrative Assistant**

**Attached: Radiology Associates of Ocala, P.A. authorization form  
Medical Imaging Center of Ocala authorization form  
TimberRidge Imaging Center authorization form**