

Manchester Urology Associates, PA
Dover Manchester Derry
RELEASE OF HEALTHCARE INFORMATION

Our Patients

Manchester Urology is committed to take every safeguard to keep your medical records and health information private. Our Manchester Urology Notice of Privacy Practices explains the ways we may use or disclose your medical records. Please refer on our website Patient Information, Privacy Practices for more information.

How to request your Medical Records:

Doctor's Offices Only:

Please call 603-669-9200 and ask for **Doctor's Office Medical Records**

Patients:

If you are requesting your Medical Records for yourself or another Doctor's Office:

Please go to [manchesterurology.com/medical records](http://manchesterurology.com/medical%20records)

1. Print the **Permission to Release of Healthcare Information** form, complete all required information, and sign
2. Please mail to:

Manchester Urology - Medical Records
4 Elliot – Suite 200
Manchester, NH 03103

If you do not have access to a computer, you may call 669-9200 and ask for **Patient – Medical Record**.

You will be required to provide the following information:

1. Patient's Name
2. Patient's Date of Birth
3. Patient's Address
4. Dates of Medical Records you are requesting

You may obtain a Manchester Urology Permission to Release of Healthcare Information form at any of the offices locations in Manchester, Dover, or Derry.

**Please be advised it will be approximately ten business days for your Medical Records request to be processed and mailed to you. Manchester Urology unable to provide Medical Records on short notice.

All charges for medical records will be billed to the requestor in accordance with the State of New Hampshire Statutes.

Attorneys:

Please go to [manchesterurology.com/medical records](http://manchesterurology.com/medical%20records)

1. Print the Permission to Release of Healthcare Information, complete all required information, and sign form or use your signed form.
2. Please be advised that Patient's electronic signatures will not be accepted.
3. Please mail to:

Manchester Urology - Medical Records
4 Elliot – Suite 200
Manchester, NH 03103

****Please be advised it will be approximately ten business days for your Medical Records request to be processed and mailed to you. Manchester Urology unable to provide Medical Records on short notice.**

All charges for medical records will be billed to the requestor in accordance with the State of New Hampshire Statutes.

Insurance Carriers and Disability Requests:

Please fax your requests directly to **(603)-836-1616 or (478)-787-0295**.

Please be advised that Patient's electronic signatures will not be accepted.

****Please be advised it will be approximately ten business days for your Medical Records request to be processed and mailed to you. Manchester Urology unable to provide Medical Records on short notice.**

All charges for medical records will be billed to the requestor in accordance with the State of New Hampshire Statutes.

Itemized Bills:

Please call 603-836-1563 Tuesday – Friday 8:30am to 4:15pm to obtain copies of itemized bills from Manchester Urology.

*****Please be advised this number can not assist you with Medical Records.**