

NOTICE OF DR. ANNE'S RETIREMENT FROM PRIVATE PRACTICE OBTAINING YOUR CHILD'S MEDICAL RECORDS

Your medical records are confidential. You can easily obtain your child's medical records on the **Patient Portal** by following the instructions below:

1. You can **self-register** or **sign-in** for the Patient Portal [here](#). A PIN# is not required to **self-register**.
2. Please **DO NOT** register your child as a new patient. Please **DO** register your child using the **same name** you used when you registered your child with our office, otherwise this will create a duplicate account and you will not be able to access your child's records.
3. When you **self-register**, the Patient Portal account will usually be activated right away but it may take up to 24-48 hours for your Patient Portal account to be activated.
4. Once your account is activated, **when you log in** to the Patient Portal, you must **click on your child's initials in the top right hand corner to access your child's portal account**.
5. Once you are in your child's portal account, go to **MyChart** on the left side of the page.
6. Then go to **Summary**.
7. Click **Request Medical Records** in the top right hand corner to **send us** a Request for Medical Records.
8. Your child's medical records will be sent back to you via the Patient Portal. **You will find the records** in your child's portal account in **My Chart**, then **documents**. Please allow up to 15 business days for your child's records to be sent to the patient portal.

If you prefer to have your records transferred to another physician, please complete the **Authorization for the Release of Dr. Anne Medical Records** form found [here](#) and return it to our office via **Email: drannepediatrics@gmail.com**

Once the office closes, the Patient Portal will be available until **12-31-2022**. After this date, your child's medical records will be kept electronically and can be obtained by emailing drannepediatrics@gmail.com. This email will be routinely monitored to ensure your child's medical records are released to you or the physician of your choice in a timely manner.

It has been a great pleasure and an honor to be part of your life and the lives of your children for the past 25 years. My hope for you is that your children are physically, mentally and emotionally healthy, and become loving, productive members of our society.

Best wishes for your future.

Anne Georgulas, M.D.