## William Spivak, M.D. Pediatric Gastroenterology & Nutrition 177 East 87th Street New York, NY 10128

Tel: 212-369-7700

Fax: 212-369-7747

FORM TO REQUEST A PDF COPY OF THE CHART BY E-MAIL

## Dear Parent or Patient:

E-mail communications are convenient but not considered a secure or safe way to communicate for the purpose of protected health care information. However, many patients and parents still wish to communicate by regular email (e.g. gmail, aol, yahoo) for the sake of convenience and wave their right to a more secure form of communication such as through regular postal mail, fax or secure email servers (Please note that this office does not have the ability to communicate through secure email servers with patients.) If you wish to have a paper copy of the chart, or a disk copy mailed to you, we will have to charge for the service up to the limit allowed by law. There is currently no charge for a PDF e-mailed copy.

If you wish us to send a copy of the chart by e-mail, please note the following: We are sending a PDF copy of the entire chart. Because we are sending the entire chart, including the face sheet that has contact and insurance information, we will only send the information to the parent, patient (if 18 years or older) or legal guardian. For your protection, we will not send the information to anyone else, including other physicians. That is your responsibility. In addition, in order to avoid any misspelling of e-mail address, we will send the PDF of the chart only as a reply to your e-mail. We highly recommend that you print out the PDF of the chart, and that you forward to physicians the parts of the chart that you want them to see. Sending the entire chart to another physician risks disclosing information that you do not want them to know, and in some cases, the chart may be dozens of pages long, too long for many physicians to review.

If you wish to have your chart/child's chart sent by e-mail, please sign below. If the patient is now 18 years or older, the patient must sign the request.

By signing this document below, I am instructing the office of Dr. Spivak to forward a full PDF copy of the chart to me of the patient named below by unsecured e-mail. I certify that I am the patient, custodial parent or legal guardian of the patient named below. I am certifying that I have read and fully agree to all the information on this page.

Patient Name	
Patients Birth Date	_Year Last Seen in office
Person requesting chart	Date of Request
Relationship of Requestor to Patient	
e-mail address of person requesting chart	
Signature of person requesting chart	
You may scan this page with the signature and e-mail it back to	
drspivak.info@gmail.com or send a clear jpeg image of the signed form and send it back	
to us. DO NOT FAX THIS FORM BACK TO US AS THE FAX LINE HAS BEEN	
DISCONNECTED. E-MAIL ONLY!	