

Potomac ENT , a division of CAENT



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382 Garrisonville Rd Suite 208-209  
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**Invoice For Release of Medical Records**

Date: \_\_\_\_\_

Patient's Name: \_\_\_\_\_

DOB: \_\_\_\_\_

Account #: \_\_\_\_\_

To: \_\_\_\_\_

Fax #: \_\_\_\_\_

- Labs
- CT/MRI/US reports
- Clinical notes from \_\_\_\_\_ to \_\_\_\_\_
- Audio Report
- Complete Medical Records
- Other: \_\_\_\_\_

**CHARGE FOR COPYING OF MEDICAL RECORDS:**

**\$10.00 SEARCH FEE**  
**\$0.50/PER PAGE      # OF PAGES \_\_\_\_\_**  
**\$0.25/PER PAGE AFTER 50 PAGES \_\_\_\_\_**  
**TOTAL AMOUNT DUE \$ \_\_\_\_\_**

Signature: \_\_\_\_\_

PAID DATE: \_\_\_\_\_ PAID AMOUNT: \$ \_\_\_\_\_

TAX ID: 474820772

PLEASE CALL OFFICE AT 703-499-8787 TO MAKE PAYMENT BY PHONE OR SEND PAYMENT AMOUNT TO THE FOLLOWING ADDRESS:

Potomac, Ear Nose & Throat  
 ATTN: MEDICAL RECORDS  
 14000 Crown Court Suite 201  
 Woodbridge, VA 22193

**BE SURE TO INCLUDE A COPY OF THIS NOTICE WITH REMITTANCE RECORDS WILL BE SENT ONCE PAYMENT IS RECEIVED**