

Release Form Completion Instructions

- Please fill out your **name, date of birth, and address** at the top of the page.
- **Line 7** = The facility/doctor's name whose records you want released/sent out – prefilled with **Massena Family Practice, John Burnett, MD, 173 East Orvis Street, Massena, NY 13662**
- **Line 8** = Where you would like the records to go. Please include address, phone, and/or fax numbers if you have them.
- **Line 9** = The records you would like to have released
 - First box = **Summary** of records from __ date to __ date
 - Doctors notes, labs, imaging, surgery reports, etc.
 - Second box = **EVERYTHING**
 - All information including: any nursing docs, insurance info, forms
 - Third box = Write in **specifically** what you are looking for
 - Example = any imaging reports relating to my left leg
 - Or = “ Dr. Smith lab work” “last surgery report”
- Make sure to put an expiration date (1 year from the date you sign) and then **sign and date** the bottom.

Once completed, you can return to us by one of the following methods:

- Mail to: Canton-Potsdam Hospital
Attn: Medical Records
50 Leroy Street
Potsdam, NY 13676
- Fax: 315-261-6408
- Email your form to: cphsharedreleases@rochesterregional.org
- MyCare patient portal request to send records: You may also send us a message via your RRH MyCare patient portal. Please call us for assistance in sending a message with your preference regarding your records.
- You may drop off your completed form to the medical records department at Massena Hospital, 1 Hospital Drive, Massena, Monday through Friday, from 8 am to 4 pm; or at the Potsdam medical records department location, 10 Racquette Road, Potsdam, Monday through Friday, 8 am to 4 pm.