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Dental records request form

To obtain a copy of your dental record, you should submit a signed and dated Authorization to Disclose Dental Records Form (links to forms are located below). Dental records can include medical history, pathology, radiology, lab reports, and other sensitive information such as genetic testing, sexually transmitted diseases, and HIV test results, etc. and are further protected by federal laws. Therefore, if you would like such information to be released, you must specifically indicate so on our authorization form by initialing the respective category of information. Authorization to Disclose Dental Records Form (English) Authorization to Disclose Dental Records Form (Español) Contact Information for Division of Dental Records Phone: 617-358-3403 Fax: 617-358-0327 Business Hours Monday-Friday, 8 a.m. to 4:30 p.m. You may mail, fax, or hand deliver your authorization to: Boston University Henry M. Goldman School of Dental Medicine Division of Dental Records 635 Albany Street, G-603A Boston, MA 02118 You should receive your records in approximately 1-2 weeks. We will do our best to respond to your requests within a timely manner. If your request is urgent, the Division of Dental Records can be contacted at 617-358-3403, or you may visit us during regular business hours to make special arrangements. Your dental information can also be sent electronically instead of having us mail it to you. Regardless of the option you choose, please be sure to send or bring valid photo identification with you for release of the records. If the patient is a minor or is not competent, documentation of legal representation is needed. For deceased patients, the request for dental records must be submitted with documentation proving you are the patient's next of kin (death certificate with name of informant or probate document assigning administrator). Addition information may be required for these requests. If you are calling after hours, please leave a message, and your call will be returned as soon as possible. You're not alone if you've ever felt the urge to sneak a peek at your records as soon as your dentist leaves the room. But there's no reason to feel guilty for snooping or afraid of getting caught. It's your information, and under the HIPAA Privacy Rule, you're entitled to not only your dental records but all of your medical records. Hero Images / Getty Images Thanks to HIPAA, only you have the right to your records, and all you have to do is ask. You can visit the dentist to ask in person, but many experts recommend making the request in writing, so you and your healthcare provider have a record of it. It's important to know that as a patient, you have the right to a copy of your record—not the original. Your original record belongs to your healthcare provider. Your healthcare provider cannot deny you a copy of your records if you haven't paid for the services you've received. However, they might charge a fee for preparing and mailing the records. There are two types of records: old-school, hard copy records, and electronic medical records (EMRs). HIPAA was instrumental in the development of EMRs. Electronic records allow information to be shared securely and seamlessly. Between a hard copy and an electronic record, there is no "better" option. It's whatever you prefer. Keep in mind that medical records can be hundreds of pages long, so be selective about what information you want. Once you have your dental records, what can you do with them? HIPAA clearly defines how you can use your information. Here are a few liberties: Request a copy of your dental information for your own records. Request to have corrections made to your dental records. Ask how your information is being used and shared, if at all. Decide whether or not your health information is shared with marketing agencies. If your information was shared, ask for a report explaining its specific purpose. HIPAA is the Health Insurance Portability and Accountability Act. The law, enacted in 1996, is an effort to simplify the healthcare system and ensure patient security. It essentially ensures the privacy of your medical information. Some healthcare providers have taken additional steps to control access to private patient information, like using an electronic keycard system. Ask your healthcare provider what steps they've taken and plan to take to better comply with HIPAA. All healthcare providers, health organizations, and government health plans that use, store, maintain or transmit patient healthcare information are required to comply with HIPAA. Small, self-administered health organizations are excluded from this law. Thanks for your feedback! What are your concerns? Verywell Health uses only high-quality sources, including peer-reviewed studies, to support the facts within our articles. Read our editorial process to learn more about how we fact-check and keep our content accurate, reliable, and trustworthy. US Department of Health & Human Services. Your Rights Under HIPAA.

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