

To request and receive your records:

1. Complete a release of information form using one of these methods:
 - a. access form online [by clicking here](#).
 - b. Login to your patient portal and fill out and submit the form directly from your portal at www.mypwaha.com. (for [additional instructions click here](#))
 - c. Your new provider should have release of information forms that you can get from their office to send to us.
2. Submit the form to our office using one of these methods:
 - a. Fax form to: (972) 937-5608
 - b. Mail form to: Premier Women's Healthcare of Abilene, PLLC
2460 N IH-35 E, Ste 165
Waxahachie, TX 75165
 - c. **DO NOT** send your form through **EMAIL**. This method is not HIPAA compliant and will be **destroyed** if received through email.

The following fees apply for records:

Fax – free

Hard Copy: Mailed - \$25 for first 20 pages, 50¢ each additional page
+ \$10 shipping & handling

Requests will be fulfilled in the order they are received, we have up to 15 days to furnish your records after payment has been received. If you have not received your records two weeks after you have requested them, please contact our office for an update. (972) 938-3493.