



545 MAINSTREAM DRIVE, SUITE 414 * NASHVILLE, TENNESSEE 37228-1219 * 615-726-4001 FAX: 615-726-4003 * WWW.TNPAP.ORG

RECORDS REQUEST

Requestor Information			
Name:		Date of Request:	
Profession:		License No.	
Mailing Address:			
City, State, Zip:		Daytime Phone:	
Email Address:		Fax Number:	
Preferred Method of Contact (check only one):		Mail <input type="radio"/>	Phone <input type="radio"/>
Preferred Method of Delivery of the Record (check only one) Mail is defined as USPS; no overnight delivery.		Mail <input type="radio"/>	Email <input type="radio"/>
Fax <input type="radio"/>			
DESCRIPTION OF RECORDS REQUESTED			
Documents available are listed below. Please make a check mark by the document(s) you are requesting Certified copies will not be provided.			
<input type="checkbox"/> Monitoring Agreement <input type="checkbox"/> Monitoring Agreement Amendments			
<input type="checkbox"/> Enrollment Request			
<input type="checkbox"/> Release of Information <input type="checkbox"/> TDOH <input type="checkbox"/> Employer <input type="checkbox"/> Other, specify			
<input type="checkbox"/> Correspondence between TnPAP case manager and participant <input type="checkbox"/> Completion letter			

- Your evaluation or treatment information should be obtained directly from the provider. Frequently the provider stipulates that the report cannot be released by TnPAP.
- TnPAP will not release records to a third party. The owner of the record must make the request.
- TnPAP will not accept requests made orally. The request must be in writing.
- TnPAP will respond to your request within 10 business days from the date of full payment.
- Pre-payment of the cost will be required before taking further action on your request.
- The minimum cost is \$30 for pages 1-10. If the costs involved in fulfilling your request exceed \$30 (more than total 10 pages) TnPAP will advise you and require additional payment before beginning work.
- Mail request and payment, certified check or money order, made payable to TnPAP to the above address.
- **Files are purged on a regular basis so records may not be available. If this is the case you will be notified and the payment returned.**

Signature of Requestor

(Last 4-digits of SSN)

Date