

Fredericksburg Orthopaedic Associates, PC  
3310 Fall Hill Avenue  
Fredericksburg, VA 22401  
540-373-4602 • Fax 540-310-0100



You have requested an electronic copy of your medical records. HealthPort will, under agreement with this healthcare provider, facilitate the release of your records based on your authorized request.

You will receive an email from HealthPort, at the email address you have provided on the Electronic Record Delivery Request form, which will include detailed instructions on how to access your electronic records via a secure web portal. Once you have received the email notification from HealthPort, the medical record will be available via the web portal for 30 days. If the record is not accessed during that timeframe, it will be deleted from the portal. If you need the record after that time, you must resubmit your request to the healthcare facility.

To access the record electronically your computer must meet or exceed these requirements:

- Windows or Mac platform
- Pentium 3 or Mac G3 or higher
- At least 128 MB of RAM
- Internet Explorer 6.0 or 7.0 with 128-bit encryption pack or Netscape 4.77
- At least 56K modem; however, DSL or T1 line is recommended
- Adobe Reader (latest version available free from [www.adobe.com](http://www.adobe.com))
- 200 dpi (or higher) printer (for printing records)

If you have any questions or to check on the status of the medical record request, please call HealthPort directly at (800) 367-1500.

Thank You

Patient Name: \_\_\_\_\_ Patient DOB: \_\_\_\_\_  
(Please print)

\_\_\_\_\_  
Patient / Guarantor Signature Date: \_\_\_\_\_