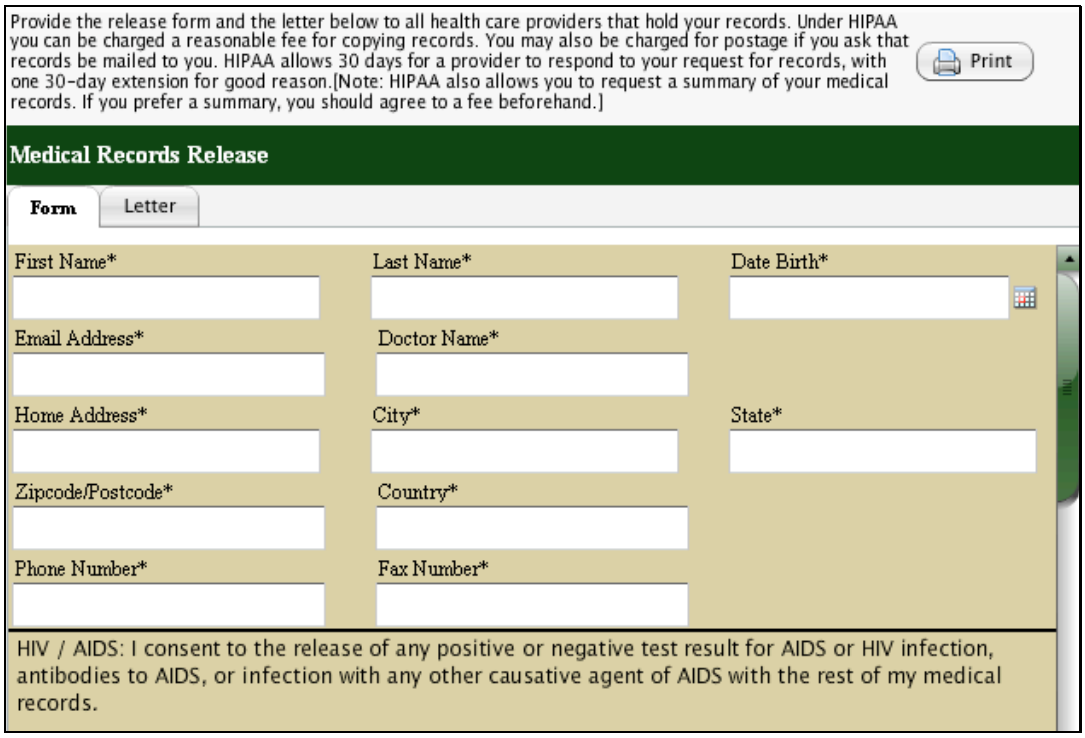
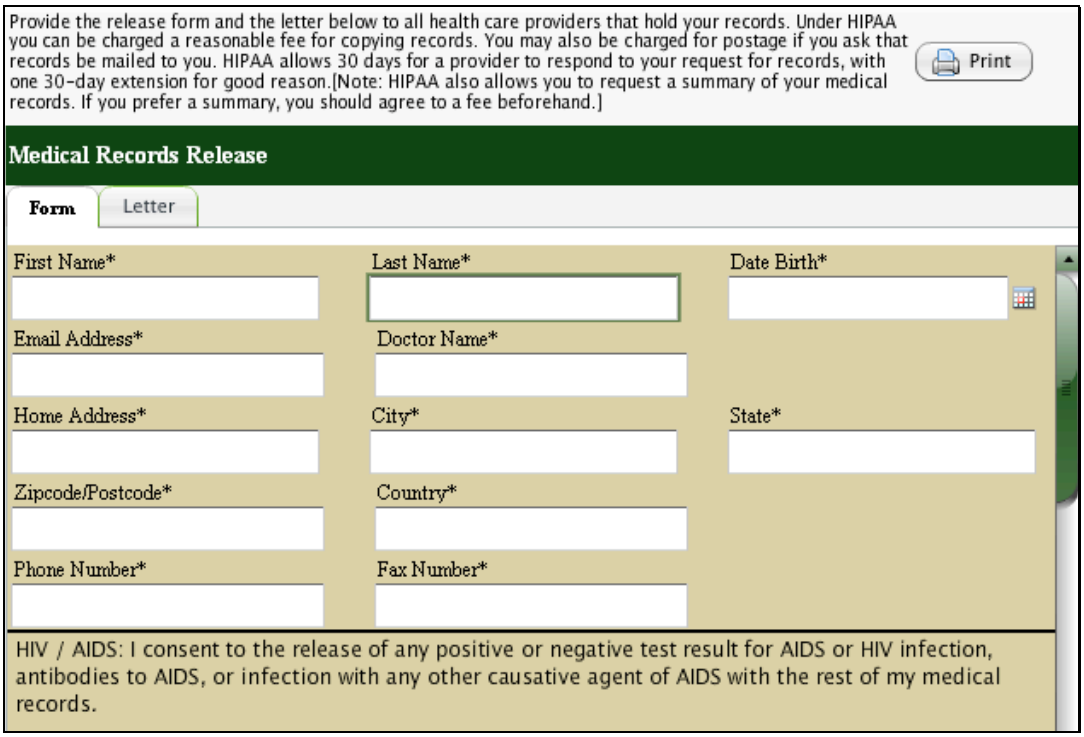


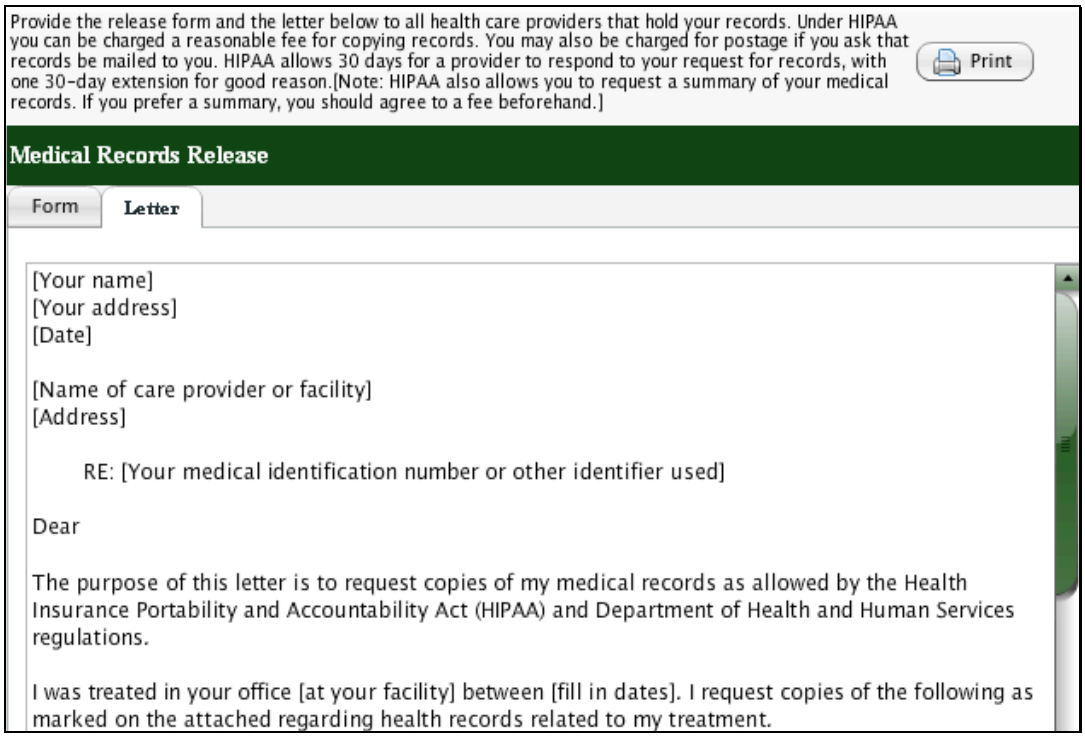
Slide 1

Text Captions: The Medical Release section contains * Required fields and template letter that can be customized with your information. Together these forms should contain all the information needed to allow the release of your medical records.



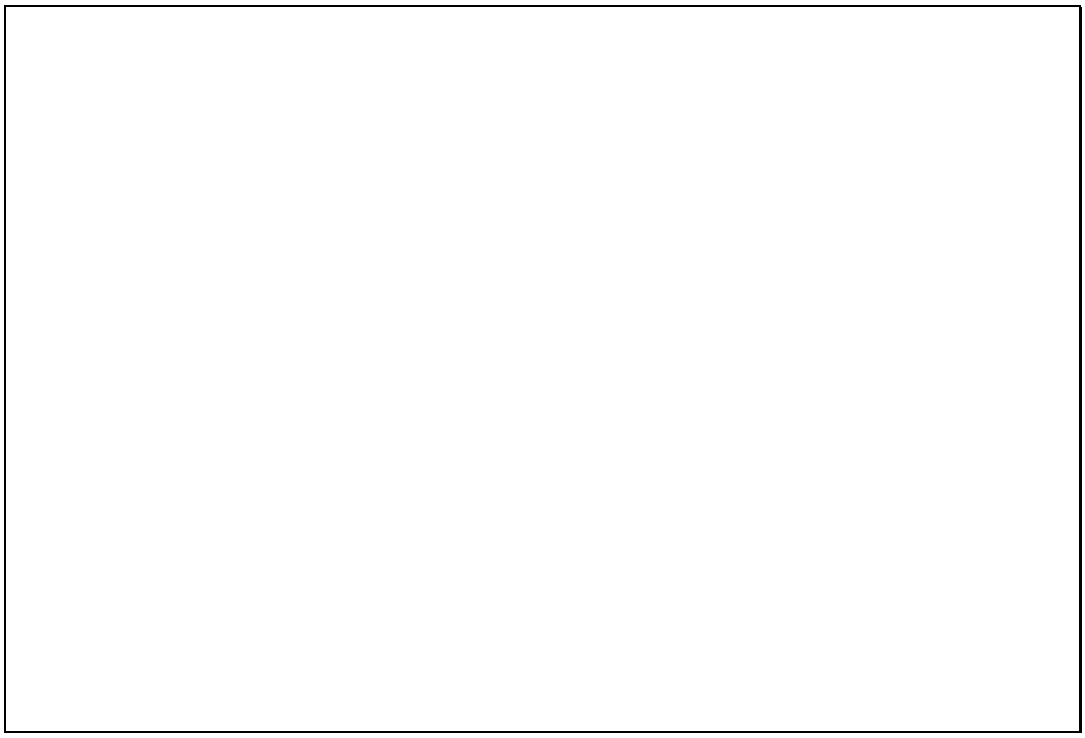
Slide 2

Text Captions: Clicking on the "Letter" tab will allow you to review and edit the template letter.

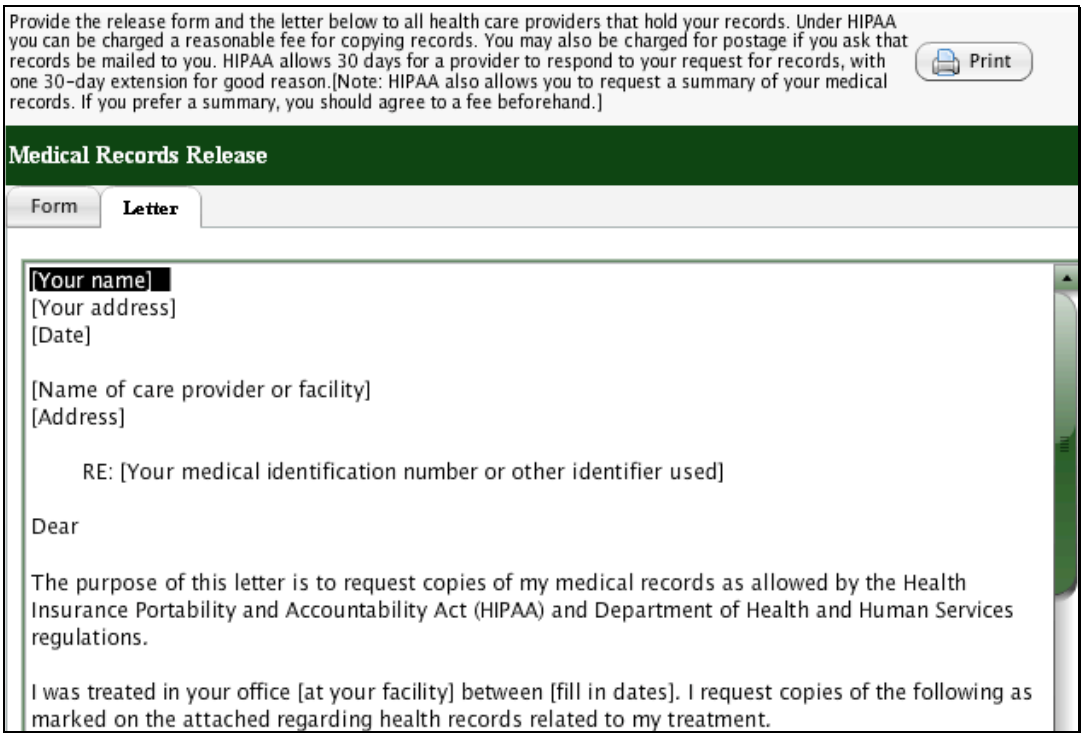


Slide 3

Text Captions: Move your mouse down to [Your name], then click and drag to higlight the text. Start typing your Name, continue down the letter entering your information.

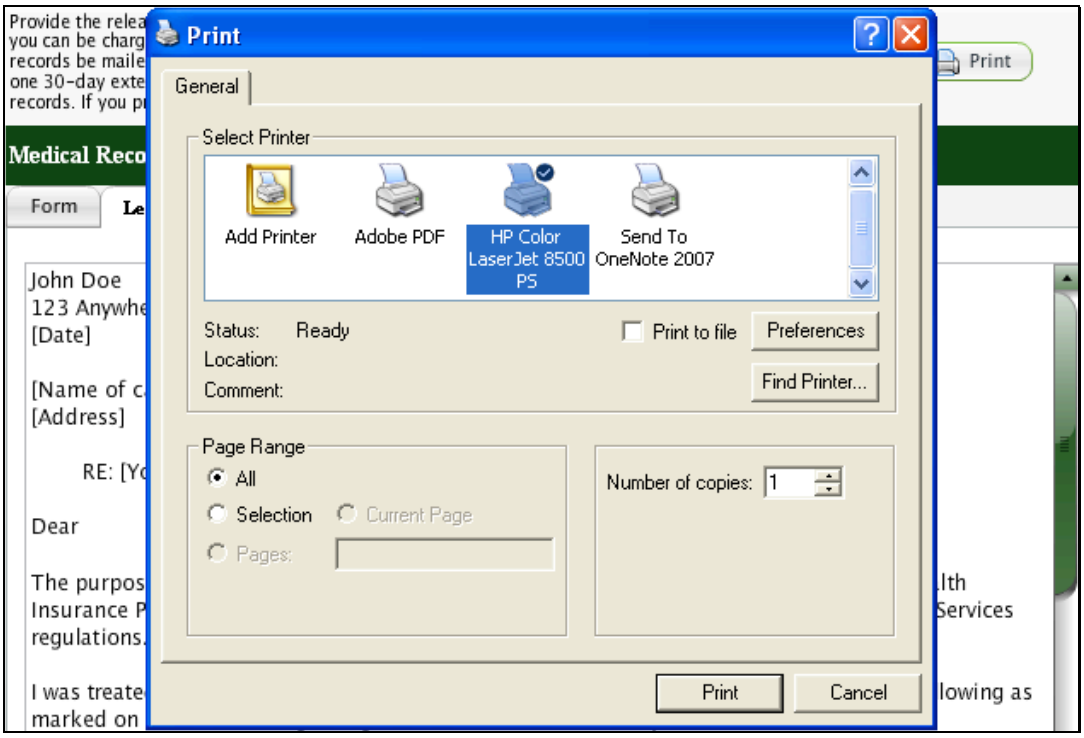


Slide 4



Slide 5

Text Captions: Once you have completed the form and letter, click Print



Slide 6
Text Captions: The Print dialog opens
Click the Print button