

Patient Name: \_\_\_\_\_  
 MRN: \_\_\_\_\_ DOB: \_\_\_\_\_  
 Treatment Location: \_\_\_\_\_

**AUTHORIZATION TO RELEASE AND DISCLOSE  
 PATIENT INFORMATION (PHI)**

Page 1 of 1

**Please Print Patient Information**  
*must be fully completed*

Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_ Email: \_\_\_\_\_  
 Address: \_\_\_\_\_ Phone: \_\_\_\_\_  
 City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

**Who has the information you want released?**

Name: \_\_\_\_\_  
 Address: \_\_\_\_\_ Phone: \_\_\_\_\_  
 City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

**Please list the specific hospital, physician office and/or home health agency**

The information to be released may be from my electronic health record (EHR) and/or paper medical records. I understand that the data from the EHR are current as of the date printed. I further understand that in reducing the data to paper, information from the electronic database is being reformatted onto paper and that the page numbers reflect the printed document, not actual pages in the EHR.

**Who do you want to receive your information**

I hereby authorize the above named hospital/physician office to:  Release medical records to  Speak to/discuss with  Both release medical records to and discuss medical information with:

Name: \_\_\_\_\_ Attention to: \_\_\_\_\_  
 Address: \_\_\_\_\_ Phone: \_\_\_\_\_  
 City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_ Fax: \_\_\_\_\_

**Information to be released:**

Routine Record sets - indicate date(s) of service From: \_\_\_\_\_ To: \_\_\_\_\_

<p><b>Type of information</b></p> <p><input type="checkbox"/> All Records</p> <p><input type="checkbox"/> Behavioral Health Records <input type="checkbox"/> Labs</p> <p><input type="checkbox"/> Clinic (office visits, immunizations, meds)</p> <p><input type="checkbox"/> Radiology Images</p> <p><input type="checkbox"/> Radiology Reports</p> <p><input type="checkbox"/> Emergency Department</p> <p><input type="checkbox"/> Genetic Information and/or Test Results/Pedigree: _____</p>	<p><b>Type of information</b></p> <p><input type="checkbox"/> Hospital (discharge summary, history &amp; physical, operative report, consults, labs, radiology, emergency)</p> <p><input type="checkbox"/> Billing Records</p> <p><input type="checkbox"/> Employee Health Record</p> <p><input type="checkbox"/> Home Health (Plan of care, orders, visit notes)</p> <p><input type="checkbox"/> Other: _____</p> <p><small>(Please specify type of information and/or test to be released)</small></p>
---	--

**What do you want shared? Check appropriate boxes**

**Authorization to Release Protected Information**

I **DO** authorize disclosure of any information relating to Alcohol and/or Drug Abuse \_\_\_\_\_ I **Do Not**  
 I **DO** authorize the disclosure of any information relating to diagnosis and or treatment of **Mental Health** \_\_\_\_\_ I **Do Not**  
 I **DO NOT** want to review Mental Health information prior to being sent \_\_\_\_\_ **Yes I want to review**  
 I **DO** authorize disclosure of information which refers to **HIV TEST RESULTS, INFECTION STATUS AND/OR TREATMENT** \_\_\_\_\_ I **Do Not**

<p><b>How do you want your information delivered?</b></p> <p><input type="checkbox"/> CD <i>If none selected paper will automatically be sent</i></p> <p><input type="checkbox"/> Flash-drive</p> <p><input type="checkbox"/> Paper</p>	<p>Verification of Identification (office use only)</p> <p>_____</p>	<p>ID verified by:</p> <p>_____</p> <p>Staff Initials</p>
	<p><b>Disclosure format</b>(check one):</p>	

**Purpose of release** (Why is it needed)  Continuing Care  Transfer of Care  Personal Use/Review  Other (specify): \_\_\_\_\_

**Fees may be charged in accordance with State and Federal Statutes**

- I understand that:**
- I can refuse to disclose some or all of the information in my record, but refusal may result in an improper diagnosis or treatment, denial of coverage for a claim for health benefits or other insurance or other adverse consequences
  - I can revoke all or part of this authorization at any time during this time period by providing written notice to the Health Information Management Department, **except** where this authorization already has been acted on for release of my protected health information. Such revocation may be the basis for denial of health benefits of other insurance coverage or benefits
  - I understand that if protected health information is disclosed to a third party, the information may no longer be protected by the federal or state privacy laws and may be re-disclosed by the individual or entity that receives this information
  - I understand I am entitled to a copy of this authorization, upon request

This authorization is effective for one (1) year from the date of signing. I authorize future disclosures to the same individual and/or entity during this time period pursuant to this authorization.

Signature of Patient or Authorized Representative \_\_\_\_\_ Date | Time \_\_\_\_\_ AM | PM \_\_\_\_\_ Printed Name \_\_\_\_\_ Witness \_\_\_\_\_

Relationship of Authorized Representative (e.g. Parent, Guardian, Power of Attorney): \_\_\_\_\_