

**Authorization to Disclose Protected Health Information**

Patient Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_ Day Phone: \_\_\_\_\_  
Address: \_\_\_\_\_ City/State/Zip: \_\_\_\_\_

| Medical records to be released <b>FROM</b> : | Medical records to be released <b>TO</b> : |
|--|--|
| Name of Facility:                            | Name of Facility / Person:                 |
| Address:                                     | Address:                                   |
| Phone Number:                                | Phone Number:                              |
| Fax Number:                                  | Fax Number:                                |

**Medical records to be released:**

Entire Chart

OR specific information:

- Physician Office Notes
- Lab Reports
- Radiology Reports
- Pathology Reports
- Operative/Procedure Reports
- Other: \_\_\_\_\_

Date Range: \_\_\_\_\_ to \_\_\_\_\_

OR

All dates of service

For the purpose of:

- Continuation of Care
- Payment / Billing
- Legal Request
- Personal Records
- Other: \_\_\_\_\_

If you would like any of the following sensitive information to be disclosed, please initial below

\_\_\_\_\_ Drug / Alcohol Abuse      \_\_\_\_\_ Mental Health (not including psychotherapy notes)      \_\_\_\_\_ HIV / STD information

**Authorization – I understand that:**

- Authorizing the disclosure of this is voluntary. My right to treatment, payment, enrollment or eligibility for benefits is not contingent on signing this form.
- I may revoke this authorization in writing submitted at any time to the Medical Records Department. No additional information will be released after the date this authorization has been revoked.
- If this authorization was obtained as a condition of obtaining insurance coverage or a policy of insurance, other law may provide the insurer with the right to contest a claim under the policy.
- If this authorization has not been revoked, it will terminate one year from the date of my signature unless a different expiration date or expiration event is stated. For Health Information Exchange authorizations, it is recommended to expire in at least five years. (Specify new expiration date: \_\_\_\_\_)
- I understand that information disclosed by this authorization may be subject to re-disclosure by the recipient and may no longer be protected by the Health Insurance Portability and Accountability Act Privacy Rule, and the Privacy Act of 1974.

\_\_\_\_\_  
Signature of Patient or Personal Representative (indicate relationship to patient)

\_\_\_\_\_  
Date of Signature