

# AUTHORIZATION TO RELEASE PROTECTED HEALTH INFORMATION



Patient Information:	Name: _____ Date of Birth: _____ Maiden Name/Alias: _____ MR#: _____ Phone: _____	
Health Information Released FROM:	<input type="checkbox"/> Community Memorial Hospital (Hospital/Specialty Clinic) <input type="checkbox"/> CMH Raiter Family Medicine <input type="checkbox"/> Sunnyside Health Care Center <input type="checkbox"/> Other: Person/Organization: _____ Street Address: _____ City/State/Zip: _____ Fax: _____ Phone: _____	
Health Information Released TO:	Person/Organization: _____ Street Address: _____ City/State/Zip: _____ Fax: _____ Phone: _____ <input type="checkbox"/> Community Memorial Hospital (Hospital and Clinics) Specify: _____	
Health Information to be Released:	*Date(s) of Service: _____ Type of Visit: _____ <input type="checkbox"/> History and Physical <input type="checkbox"/> Photographs <input type="checkbox"/> Radiology Reports <input type="checkbox"/> Laboratory/Pathology Reports <input type="checkbox"/> Discharge Summary <input type="checkbox"/> Radiology Images (not able to fax images) <input type="checkbox"/> Emergency Room Report <input type="checkbox"/> Progress/Office Visit Notes <input type="checkbox"/> Consults <input type="checkbox"/> Surgery Report <input type="checkbox"/> Care Plan <input type="checkbox"/> Therapy Reports (PT/OT/ST/CR/PR) <input type="checkbox"/> Medications <input type="checkbox"/> Immunizations <input type="checkbox"/> Cardiac/EKG Reports <input type="checkbox"/> Other (Must specify. 'ALL' will not be accepted): _____  All information regarding alcohol/drug use or abuse, mental health and/or HIV/AIDS/STD WILL BE RELEASED unless you tell us NOT to by initialing below: _____ Do not release Alcohol/Drug Use or Abuse records _____ Do not release Mental Health records _____ Do not release HIV/AIDS/STD records	
Form or Format of Release:	<input type="checkbox"/> Hard Copies (paper) <input type="checkbox"/> Electronic (examples include CD & email) <small>See #5 on instructions for more details regarding electronic releases and risks</small>	<input type="checkbox"/> Verbal Exchange (no copies) <input type="checkbox"/> Review of Record (no copies)
Purpose of Release:	<input type="checkbox"/> Personal <input type="checkbox"/> Attorney <input type="checkbox"/> Continued Care - Appt Date: _____ <input type="checkbox"/> Insurance <input type="checkbox"/> Disability/Social Security <input type="checkbox"/> Other: _____ <input type="checkbox"/> Work Comp <span style="float: right;">There may be a charge/fee for copies of records.</span>	
Delivery Method:	<input type="checkbox"/> Mail <input type="checkbox"/> Fax <input type="checkbox"/> Pick up by patient/authorized designee (requires photo ID) <input type="checkbox"/> Email - Email address: _____	
Authorization/Revocation	This authorization will terminate in one year unless otherwise specified: _____ I understand that I may stop this release at any time by writing to the HIS department. Once the health information has been released to another facility or provider, there is no way to cancel or stop the release. I understand that when the health information is released the information could be re-disclosed by the third party that receives it and may no longer be protected by federal or state privacy laws. I understand that CMH will not condition treatment, payment, enrollment or eligibility for benefits on whether I sign the consent form. I understand that I must sign this form to release my health information.  X _____ X _____ Signature (If signing for a minor patient, I hereby state that my parental rights have not been revoked by a court of law.) Date  _____ Relationship to patient (if not patient)  NOTE: An adult patient (18 years or older) must authorize the release of their own information unless patient is incapacitated or deceased. Legal documentation of the right of access by the signing individual may be required.  A photocopy of this authorization is as valid as the original.	
Staff Use Only	MR# _____ <input type="checkbox"/> Mailed <input type="checkbox"/> Picked up <input type="checkbox"/> Faxed <input type="checkbox"/> Emailed Initials: _____ Date: _____	

## Instructions for Completing the Authorization to Release Protected Health Information

To protect our patient's confidential medical information, we must have a valid, complete and legible authorization to disclose their health information.

1. Patient Information - print the patient's:
  - Full legal name
  - Maiden name or any alias names used
  - Date of Birth
  - Phone Number
2. Health Information Released FROM: Check only one of the boxes. If choosing "Other" please provide the organization's name and address from which to obtain information.
3. Health Information Released TO: Print the name of the person or organization that is to receive the information. Be sure to include the complete address, city and state and/or fax number.
4. Health Information to be Released: Indicate a date of service, type of visit (clinic, inpatient, radiology, etc.) or specific report types as listed on the form.  
All sensitive information, including alcohol and drug use/abuse records, mental health records and HIV/AIDS records will be released unless the individual items are initialed. Initial each line indicating the specific sensitive information you DO NOT want us to release.
5. Form or format of release:
  - Hard Copies – check this box if you are allowing paper copies of your information to be given to the party listed in #3. Be sure to indicate what information should be release in the Health Information to be Released section. If only allowing release of records relating to specific illness/injury, please list it on the Other line.
  - Electronic – check this box if you are looking to have your information sent to party listed in #3 via an electronic form such as a CD or email. Please remember that if you need these records faxed you cannot choose this option. Also note that the recipient of the electronic release will need to have computer applications that allow them to view a PDF file.  
Please note: Emailing patient information in an unencrypted email is a risk to your private health information. Email accounts can be compromised or emails in transit can be intercepted. By choosing a release via email, you recognize and accept this risk.
  - Verbal Exchange – Check this box if you are allowing verbal discussions of your health and billing information with parties listed.
  - Review of Record– check this box if you are allowing the review of your medical record by the party listed in #3 above.
6. Purpose of Release: Check appropriate box or write in if other purpose. If you have an upcoming appointment that these records are needed for, please provide the appointment date.
7. Delivery Method: Please check the box to indicate how the records should be sent to the party in #3.
  - Mail or Email – if you check this box, please make sure you have a complete address for the party in#3.
  - Fax – check this box for continued care release only and be sure to include a fax number for the party in #3.
  - Pick up by patient/designee – check this box if you want to have the information picked up.  
Whoever you would like to pick up the information will need to be listed as the party in #3. The person picking up the information will need to have a valid photo identification card.
8. Authorization/Revocation: This authorization will terminate one year from the date signed unless you specify an earlier date. Any medical information after the date of signature will not be released. If you need to have your information sent after the date signed on this form, please ask the staff for help. The patient or legal representative must sign and date the authorization for it to be valid. If a legal representative sign we will need a copy of a document showing legal representation.
9. There may be a charge for records.

If help is needed to complete this form, you may contact the CMH HIS Release of Information staff at 218-878-7023, CMH Raiter HIS Release of information staff at 218-879-1271 or stop by the Medical Records office at the times listed below:

- Monday - Friday, 8:00 AM – 4:30PM
- Closed Saturdays, Sundays and Major Holidays