

**Authorization to Release or Obtain Health Information**  
(including paper, oral and electronic information)

Name:	Request Date:
Mailing Address:	Date of Birth:
City/State/Zip:	Medicaid ID # or Social Security #:

**I authorize:**

Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City, State, Zip Code: \_\_\_\_\_

Relationship: \_\_\_\_\_ Telephone Number: \_\_\_\_\_

**TO RELEASE Information TO**      **OR**       **TO OBTAIN Information FROM**  
(Place an "X" in the box that indicates if the information is being released OR requested.)

Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City, State, Zip Code: \_\_\_\_\_

Relationship: \_\_\_\_\_ Telephone Number: \_\_\_\_\_

The **Purpose of this Authorization** is indicated in the box(es) below. (Place an "X" in the box(es) that apply.)

- Further Medical Care     Personal     Legal Investigation or Action     Changing Physicians  
 Research related treatment     Creating health information for disclosure to a third party.

**I authorize the release of the following protected health information.**

(Place an "X" in the box(es) that apply to the information you want released or you want to obtain.)

- Entire Record     Medical History, Examination, Reports     Surgical Reports     Treatment or Tests  
 Prescriptions     Immunizations     Hospital Records including Reports     Laboratory Reports  
 X-ray Reports     MR/DD Records     Other: \_\_\_\_\_

**In compliance with state and/or federal laws which require special permission to release otherwise privileged information, please release the following records.**

- Alcoholism     Drug Abuse     Mental Health     Vocational Rehabilitation     HIV (AIDS)  
 Sexually Transmitted Diseases     Genetics     Psychotherapy Notes  
 Other \_\_\_\_\_

**This authorization shall expire on \_\_\_\_\_ (date or event) and is needed for the period beginning \_\_\_\_\_ and ending \_\_\_\_\_.**

I understand that if I do not specify an expiration date, this authorization will expire six (6) months from the date on which it was signed. I acknowledge that I have read both pages 1 and 2 of this form.

**For Agency Use When Requesting Records**

*I am authorized to receive this disclosure. Documentation on the above Personal Representative has been obtained.*

\_\_\_\_\_  
Signature and Title of Agency Representative

\_\_\_\_\_  
Date

## Important Information about Authorization

We may need your authorization to use, disclose or obtain your health information for some of our services.

You do not have to sign this form. If you agree to sign this authorization to release or obtain information, you will be given a signed copy of the form.

A separate signed authorization form is required for the use and disclosure of health information for:

- ✓ Psychotherapy notes
- ✓ Employment-related determinations by an employer
- ✓ Research purposes unrelated to your treatment

When required by law or policy, we may only obtain, use and disclose your health information if the required written authorization includes all the required elements of a valid authorization.

An authorization is voluntary. You will not be required to sign an authorization as a condition of receiving treatment services or payment for health care services. If your authorization is required by law or policy, we will use and disclose your health information as you have authorized on the signed authorization form.

You may be required to sign an authorization before receiving research-related treatment.

You may be required to sign an authorization form for the purpose of creating protected health information for disclosure to a third party. *Example:* In a juvenile court proceeding where a parent is required to obtain a psychological evaluation on their minor child by DHH, the parent may be required to sign an authorization to release the evaluation report (but not the psychotherapy notes) to DHH.

You may cancel an authorization in writing at any time. We can not take back any uses or disclosures already made before an authorization was cancelled.

Information used or disclosed by this authorization may be re-disclosed by the recipient and will no longer be protected by our privacy policies.