# Authorization for Disclosure of Protected Health Information

SANFORD

| Date Information Desired by: | Patient Name: _____ Date of Birth _____<br>Address (including City/State/Zip): _____<br>Phone Number: _____<br>Maiden/Previous Names/Nicknames: _____ |
|---|---|

*Instructions: Fill out form in its entirety. If any section is incomplete, this form may be invalid and the request may not be processed.*

**Release Information From:**

**Provider/Facility Name:** _____

**Address:** _____

**City/State/Zip** _____

**Phone:** _____

**Release Information To:**

**Name/Facility:** _____

**Address:** _____

**City/State/Zip** _____

**Phone:** _____

*For continuing care, fax #:* _____

**Purpose of Release:**

❑ Continuing Medical Care ❑ Work Comp ❑ Other: _____
❑ Insurance Claim ❑ Disability Determination _____
❑ Application for Insurance ❑ Personal _____

**Information to be Released:**

**Release Format:** ❑ Paper ❑ CD/DVD **Release Method:** ❑ Mail ❑ Pick Up ❑ Fax *(continuing care only)*

Service Dates: From: _____ To: _____

| | | | |
|---|---|---|---|
| ❑ Clinic Progress Notes | ❑ Discharge Summary | ❑ Lab Reports | ❑ Psychological Evals/Assmts |
| ❑ Hosp Progress Notes | ❑ EKG/Cardiology Reports | ❑ Radiology Reports | ❑ Immunization Records |
| ❑ History & Physical | ❑ Pathology Reports | ❑ Radiology Images | ❑ All Records |
| ❑ Consultation Notes | ❑ Operative Reports | ❑ Substance Abuse Evals/Assmt | ❑ Billing Statements |
| ❑ ER Records | ❑ Other: _____ | | |

I understand that I may revoke this authorization at any time by sending a written notice to the health care facility/provider noted above. However, the revocation is not valid if (1) action was previously taken in reliance on this authorization; or (2) this authorization is obtained as a condition for obtaining insurance coverage; other law provides the insurer with the right to contest a claim under the policy or the policy itself.

I hereby authorize the above facility/provider to disclose medical information concerning the above named patient to the party identified in the section titled "Release Information To." I understand that the information to be released may include information regarding mental health, alcohol and drug usage, and HIV-related information. I understand that once the information is disclosed, it may be subject to re-disclosure by the recipient and may no longer be protected. I understand that this authorization is voluntary and that I may refuse to sign this authorization. Unless allowed by law, my refusal to sign will not affect my ability to obtain treatment, receive payment, or eligibility for benefits.

This authorization will expire one year from the date of signing unless I indicate an event or earlier date here: _____

**ATTENTION:** Please review the information below carefully. If information is missing the request may not be processed.

- **If the patient is 18 years of age or older,** the patient must sign and date the form.
- **If the patient is 18 years of age or older and lacks capacity to sign,** a legally authorized person may sign and date the form. Please indicate your legal authority and include documentation of your relationship:
  ❑ Legal Guardian or Conservator ❑ Health Care Agent (Health Care Power of Attorney)
- **If the patient is 17 years of age or younger,** the patient's parent or legal guardian must sign and date the form, unless an exception exists under state or federal law. Please indicate your relationship: ❑ Parent ❑ Legal Guardian

| **Signature** *(required)*: | **Date Signed** *(required)*: |
|---|---|
| Printed Name of Person Signing (If not patient): | |