

## Authorization to Release Medical Information

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

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I authorize the release of the following protected health information:

- Office Notes /Name of Physician \_\_\_\_\_  
 Pathology Reports     Radiology Reports     Laboratory Reports    Date(s): \_\_\_\_\_  
 Other: \_\_\_\_\_     Paper Copy     Electronic Copy

The purpose for this request to release medical information is:

- Medical Care / Treatment     Insurance     Other (specify) \_\_\_\_\_

Send my medical information to: Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City, State, Zip: \_\_\_\_\_

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I understand that:

- By signing this form, I am authorizing the use or disclosure of protected health information as indicated above.
- I may refuse to sign this authorization, which will not affect my treatment or payment for health care.
- I may revoke this authorization at any time before the information I have requested is released by providing written notice of revocation as specified in the Notice of Privacy Practices.
- If the receiving party is not subject to medical records privacy laws, the information may be re-disclosed by the recipient and may no longer be protected by federal or state law. Columbia University Medical Center shall not be held liable for any consequences resulting from re-disclosure
- If the information to be released contains any information about HIV/AIDS an additional HIPAA release of medical information for will be requested.
- Alcohol or substance abuse, mental health or psychiatry notes may have additional compliance requirements that must be met before the information can be released.
- A copy of this signed form will be provided to me.
- CUMC may charge an administrative fee to cover the cost of labor, copying, and postage. The physician's office will inform me of any charges and arrange for payment.
- This Authorization expires on \_\_\_\_ / \_\_\_\_ / \_\_\_\_ {if date not completed / one year after signed}

\_\_\_\_\_  
**Patient / Representative Signature**

\_\_\_\_\_  
**Date**

If the patient listed above is a minor or is unable to sign and you are a parent, legal guardian, or personal representative signing on behalf of this patient, please sign above and complete the following:

\_\_\_\_\_  
**Print Name**

\_\_\_\_\_  
**Relationship to patient**

**Retain this form in the patient's medical record and provide a copy to the patient.**

An additional authorization (NYS DOH-2557) is required for disclosures when your medical records contain information relating to Acquired Immunodeficiency Syndrome (AIDS), or Human Immunodeficiency Virus (HIV) including but not limited to test results and the fact that the test was taken.