



Records Release

1) PATIENT INFORMATION:

Name (First and Last) _____ Date of Birth _____
Previous Name _____

2) AUTHORIZES:

Name of Health Care Provider / Plan / Other _____
Address _____ City _____ State _____ Zip _____
(_____) _____
Fax _____

3) TO DISCLOSE TO:

Send to: _____
Name of Health Care Provider / Plan / Other
(_____) _____
Fax _____

4) INFORMATION TO BE DISCLOSED:

____ All medical records **OR** From _____ to _____
*If left blank, only information from the past two (2) years will be disclosed.

5) PURPOSE (Check all that apply - copy fees may apply)

____ Further Medical Care _____ Legal Investigation /Action
____ Insurance Eligibility/Benefits _____ Personal (at my request)
____ Other: _____

6) YOUR RIGHTS WITH RESPECT TO THIS AUTHORIZATION: I am aware that I have the right to inspect and receive a copy of the health information I have authorized to be used and/or disclosed by this Authorization. I understand that I may be charged a fee for record copies. In addition, I understand that I do not need to sign this Authorization in order to receive treatment. I also am aware that I may revoke this Authorization by notifying the disclosing medical records/health information department in writing. However, I understand that my revocation will not be effective as to uses and/or disclosures: (1) already made in reliance upon this Authorization; or (2) needed for an insurer to contest a claim/policy as authorized by law if signing the Authorization was a condition to obtaining insurance coverage. I realize that the information used and/or disclosed pursuant to this Authorization may be subject to re-disclosure and no longer protected by federal privacy law.

7) SIGNATURE OF PATIENT / LEGAL REP: _____ DATE: _____

If signed by a person other than the patient, complete the following:

- 1. Individual is: a minor legally incompetent or incapacitated deceased
- 2. Legal authority: parent* legal guardian next of kin / executor of deceased activated POA for Health Care

* By signing above, I hereby declare that I have not been denied physical placement of this child.

For Office Use Only:
Signature/ID verified Yes No
Completed by: _____

Date released _____