



**AUTHORIZATION FOR DISCLOSURE OF PROTECTED HEALTH INFORMATION**

*PLEASE PRINT ALL INFORMATION EXCEPT FOR REQUIRED SIGNATURES.*

PATIENT NAME: \_\_\_\_\_ DATE OF BIRTH: \_\_\_\_\_

PATIENT'S ADDRESS: \_\_\_\_\_

**Records to be disclosed:**  
DESCRIBE WHAT SPECIFIC RECORDS MAY BE DISCLOSED (examples: All records, X-Rays only, records for last 12 months) AND/OR CHECK ALL THAT APPLY:

Office Visit/Procedure Notes and MRI/CT Report    All Records\*   Other: \_\_\_\_\_

“All records” means all protected health information in a designated record set, which includes but is not limited to patient family histories, genetic information, inpatient/outpatient records, medical, dental, psychiatric, alcohol/chemical/substance abuse, HIV/AIDS, pharmaceutical, hospital or physician records, office notes, narrative summaries, telephone messages, correspondence to/from/about me, diagnostic testing results, bills, statements & invoices (this includes all records including records from other health care providers).

**Persons, facility, or class of persons who are authorized to disclose (provide) the records/information:**

**Persons, facility, or class of persons who are authorized to receive the records/information:**

X

**Expiration:** This “Authorization” will expire on \_\_\_\_\_ (MM/DD/YY) or on the following specific event: \_\_\_\_\_  
If no expiration date or event is listed unless otherwise revoked this authorization will expire in 1 year.

- This request for disclosure of medical records/information is made at my request.
- I understand that if the person or entity that receives the described records/information is not a health care provider or health plan covered by federal privacy regulations, the records/information may be redisclosed and no longer protected by those regulations.
- I also understand that certain records may be protected by federal, or state law and I am requesting that any and all such protected records be released under this authorization.
- I also understand that I may revoke this authorization at any time by delivering/ mailing a *written* revocation to the party or attorney or law firm named in Block 4 above.
- If I revoke this authorization, it will have *no* effect on actions already taken on reliance on this form.
- I also understand that the covered entity will not condition treatment, payment, enrollment, or eligibility for benefits on whether I sign the authorization. I also understand that I may have a copy of this form after I sign it.
- I authorize the disclosure of the records/information described. I have read and understand this form. I am the patient listed or am authorized to act on behalf of the patient as the patient’s personal representative. I also permit disclosure of the records upon presentation of a photocopy of this authorization.

**Patient Signature Or if applicable, Patient’s representative**

X \_\_\_\_\_ Date: \_\_\_\_\_

Personal Representative’s Relationship/Capacity to Patient: \_\_\_\_\_  
Printed Name of Personal Representative and Relationship to Patient: \_\_\_\_\_  
Printed address & telephone number of Personal Representative \_\_\_\_\_

**For Office Use Only**

Initials of Person completing request: \_\_\_\_\_ Date Completed: \_\_\_\_\_  
Patient to:    \_\_pick up records    \_\_mail records to patient    \_\_fax records    \_\_secure email records    \_\_other