



## AUTHORIZATION TO RELEASE AND DISCLOSE PATIENT INFORMATION

<b>PATIENT INFORMATION</b>	Name _____ Date of Birth _____ Address _____ City _____ State _____ Zip _____ Day Phone _____																									
<b>Clinic/Hospital/Health Care Provider:</b> (Who has the information you want released? Please list the specific Hospital and/or clinic.)	Name _____ Address _____ City _____ State _____ Zip _____																									
<b>Receiving Party:</b> (Where do you want the information sent? Who may have the information?)	Name _____ Address _____ City _____ State _____ Zip _____ Fax Number _____ Attention to _____																									
<b>Information to be Released:</b> (What do you want sent or released? Check the appropriate box.)	<input type="checkbox"/> Physician Office Medical Records <input type="checkbox"/> Hospital Medical Records      Date(s) of Service: From ____/____/____ To ____/____/____ <input type="checkbox"/> Billing Records <input type="checkbox"/> Copies of Films/Images <input type="checkbox"/> Any and all records (includes ALL types of records listed below. If you want to include images and billing records, check those boxes.) Only record types checked below: <input type="checkbox"/> Discharge summary/note <input type="checkbox"/> Radiology reports <input type="checkbox"/> Emergency record(s) <input type="checkbox"/> History & Physical Exam <input type="checkbox"/> Rehab records (PT/OT/ST) <input type="checkbox"/> Immunization/allergy record <input type="checkbox"/> Operative report <input type="checkbox"/> Laboratory reports <input type="checkbox"/> Consultations <input type="checkbox"/> Progress Notes <input type="checkbox"/> Other records (Specify record type(s)) _____																									
<b>Special Authorization Section</b> (Per IC-16-39-2 this special authorization is valid for 180 days.)	State and federal law protect the following information. If this information applies to you, please indicate if you would like this information released/obtained (include dates where appropriate): <table style="width: 100%;"> <tr> <td>Alcohol, Drug, or Substance Abuse Records</td> <td><input type="checkbox"/> Yes</td> <td><input type="checkbox"/> No</td> <td><input type="checkbox"/> N/A</td> <td>Dates _____</td> </tr> <tr> <td>HIV Testing and Results</td> <td><input type="checkbox"/> Yes</td> <td><input type="checkbox"/> No</td> <td><input type="checkbox"/> N/A</td> <td>Dates _____</td> </tr> <tr> <td>Mental Health Records</td> <td><input type="checkbox"/> Yes</td> <td><input type="checkbox"/> No</td> <td><input type="checkbox"/> N/A</td> <td>Dates _____</td> </tr> <tr> <td>Psychotherapy Records</td> <td><input type="checkbox"/> Yes</td> <td><input type="checkbox"/> No</td> <td><input type="checkbox"/> N/A</td> <td>Dates _____</td> </tr> <tr> <td>Genetic Records</td> <td><input type="checkbox"/> Yes</td> <td><input type="checkbox"/> No</td> <td><input type="checkbox"/> N/A</td> <td>Dates _____</td> </tr> </table>	Alcohol, Drug, or Substance Abuse Records	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Dates _____	HIV Testing and Results	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Dates _____	Mental Health Records	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Dates _____	Psychotherapy Records	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Dates _____	Genetic Records	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Dates _____
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<b>Release Instructions:</b> (How and When do you want the information?)	Release Method/Format requested: (check one) <input type="checkbox"/> Electronic Access <input type="checkbox"/> Paper <input type="checkbox"/> CD/DVD <input type="checkbox"/> View my record <input type="checkbox"/> Fax (patient care only) _____ Date information is needed _____      NOTE: Please allow 5-10 business days for processing <div style="text-align: right;">E-mail address for link _____</div>																									
<b>Purpose of Release:</b> (Why is it needed?)	<input type="checkbox"/> Continuing care <input type="checkbox"/> Transfer of care <input type="checkbox"/> Social Security appeal <input type="checkbox"/> Insurance application* <input type="checkbox"/> Personal use or review* <input type="checkbox"/> Social Security Disability Determination* <input type="checkbox"/> Insurance payment/claim <input type="checkbox"/> Litigation/legal* <input type="checkbox"/> Other* _____ <small>*Fees may be charged in accordance with IN Statute 760 IAC 1-71-3 and Federal Rule 45 C.F.R. §164.524</small>																									
<ul style="list-style-type: none"> <li>This authorization will expire in 60 days from the date signed unless otherwise specified _____</li> <li>I understand that I have the right to revoke this authorization at any time. In order to revoke this authorization, I must do so in writing and present my written revocation to the above named authorized entity. The revocation will not apply to information that has already been released in response to this authorization.</li> <li>I understand that I am not required to sign this Authorization in order to receive health care treatment.</li> <li>IUH's records may include records that it received from other organizations. If these records have been used by IUH, and filed in the record IUH maintains about you, these records may be released with your IUH records.</li> <li>IUH cannot prevent redisclosure of your information by the person or organization who receives your records under this authorization, and that information may not be covered by state and federal privacy protections after it is released. By signing this authorization, you release IUH from any and all liability resulting from a redisclosure by the recipient.</li> </ul>																										

Your signature indicates that you have read and understand this form, and you authorize release of your information as described above.

\_\_\_\_\_  
Patient/Legal Guardian Signature      Date

\_\_\_\_\_  
Authority to act on behalf of patient (Attach documentation)

To be completed by Hospital Staff:

Initials of person releasing information \_\_\_\_\_ Date \_\_\_\_\_  
 Photo ID/Signature verified (if not currently admitted) \_\_\_\_\_  
 Medical Record Number \_\_\_\_\_  
 Patient Encounter Number \_\_\_\_\_



**AUTHORIZATION TO RELEASE AND DISCLOSE PATIENT INFORMATION**  
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Medical Record Copy

Correspondence  
Non-Clinical  
**Y-99**