

**AUTHORIZATION FOR RELEASE OF PROTECTED HEALTH INFORMATION**

IMPRINT PATIENT IDENTIFICATION HERE

I authorize \_\_\_\_\_ to release information from the record of:

\_\_\_\_\_  
Patient Name Birth Date SSN/MR#

\_\_\_\_\_  
Name of Facility/Person Phone Fax

\_\_\_\_\_  
Facility/Person Address

for the purpose of (PROVIDE A DETAILED DESCRIPTION): \_\_\_\_\_

**Parts 1 and 2 must be completed to properly identify the records to be released.**

1. Type of records to be released and approximate date(s) of service (check all that apply):

- Inpatient  Emergency Dept. Dates: \_\_\_\_\_
- Outpatient  Physician Office/Clinic

I authorize the release of: (check all that apply)  Mental Health Information  Drug and Alcohol Information, contained in the records indicated above.

2. Specific information to be released (check all that apply):

- Consults  Medical History & Physical Exam  Physician Orders
- Discharge Summary/Instructions  Medication Records  Progress Notes
- Laboratory Reports/Tests  Operative Report  Psychiatric/Psychological Eval
- Mammography Report  Pathology Report  Radiology Report
- Emergency Dept. Report  EKG Report(s)
- Other: \_\_\_\_\_

**HIV-related information contained in the parts of the records indicated above will be release through this authorization unless otherwise indicated.  Do not release**

I understand that this Authorization is effective for a period of 90 days from the date of the signature, unless otherwise specified below. No time frame may exceed one year after the date of signature. I understand that I have the right to revoke this authorization at any time by sending a written request to the entity/person I authorized above to release the information. **See side two of this form for additional patient rights and responsibilities.** If applicable, specify other expiration date/event here: \_\_\_\_\_

Date of Signature Signature of Patient (14 years of age or older may authorize release of mental health information. A minor can authorize release of drug & alcohol treatment information without parental consent.) Date of Signature Signature of Parent, Legal Guardian or Authorized Representative\* (complete below)

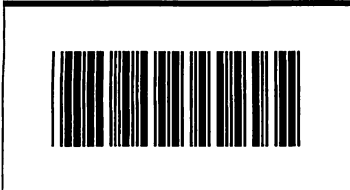
Date of Signature Witness/Staff Member Signature

\*Authorized Representative's relationship and authority to act on behalf of patient: \_\_\_\_\_

**ORAL AUTHORIZATION (for persons physically unable to sign)  
NOT Applicable to HIV Related Information or Drug & Alcohol Treatment Information**

I witness that the patient understood the nature of this release and freely gave their oral authorization. (Two witnesses are required)

Date Witness #1 Date Witness # 2



## Additional Patient Rights and Responsibilities

- A disclosure statement, as required by law, will accompany all records released.
- Release of my records will be for the purpose stated on this form. Only those items checked off or listed will be released.
- Although applicable law may prohibit re-disclosure of these records, I understand that it is possible that the facility/person that receives the records may re-disclose the information, therefore (1) UPMC and its staff/employees have no responsibility or liability as a result of any re-disclosure and (2) such information would no longer be protected by the Privacy Rule (HIPAA), however, such information is always protected by the drug and alcoholic regulations.
- My decision to revoke the Authorization does not apply to any release of my records that may have taken place prior to the date of my revocation of the Authorization.
- My decision to revoke the Authorization may result in my insurance company not being able to pay for my medical care and I understand that I may be responsible for payment of the claim.
- UPMC cannot require me to sign the Authorization in order to receive treatment.
- In accordance with 4 Pa Code 255.5 (b), Drug & Alcohol treatment information to be released to judges, probation or parole officers, insurance company, health or hospital plan or governmental officials shall be restricted to the following: 1) Whether the client is or is not in treatment 2) The prognosis of the client 3) The nature of the program 4) A brief description of the progress of the client 5) A short statement as to whether the client has relapsed into drug or alcohol abuse and the frequency of such relapse.
- A verbal request to revoke this authorization is sufficient for information protected under the drug and alcohol regulations.
- I am entitled to a copy of this completed Authorization form.

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**Copy of authorization must be provided to patients when authorization is initiated by UPMC and for all Drug and Alcohol Treatment Patients.**

- Copy of authorization provided to patient
- Copy of authorization refused

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**Staff and Copy Service Use Only (Optional)**

Staff/Copy Service Signature: \_\_\_\_\_

I.D. Obtained       Signature Checked       Other \_\_\_\_\_

Type of I.D.: \_\_\_\_\_

Fee \$ \_\_\_\_\_       No Fee

Records Release By: \_\_\_\_\_

Date Released: \_\_\_\_\_