



# AUTHORIZATION FOR RELEASE OF MEDICAL INFORMATION



Please complete this form completely. Please print.

Your medical record cannot be released until this form is completed and signed by the patient (if 18 years or older) or legal guardian. If the patient or legal guardian requests a personal copy of medical records, a copying charge will be applied. Please consult the medical office sending the records for more information.

## Step 1: Information about you

Patient Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Current Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ Phone #: \_\_\_\_\_

## Step 2: Records Requested From

I hereby Authorize: Name of Person/Facility \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

## Step 3: Records to Disclose to

Name of Person/Facility \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

## Step 4: Information you are Requesting

All Records

Records for dates from \_\_\_\_\_ to \_\_\_\_\_ Only

Other Records (please specify) \_\_\_\_\_

**Step 5: Authorization to release any of the following sensitive information or medical records. I authorize the release of the following sensitive information, which may be in my chart:**

**MUST CHECK YES OR NO FOR EACH**

Abortion:  YES  NO

HIV testing:  YES  NO

Eating Disorders:  YES  NO

Sexual Assault/Rape:  YES  NO

AIDS/ARC:  YES  NO

Mental Health Visits:  YES  NO

Alcohol/Drug Abuse:  YES  NO

STD's:  YES  NO

## Step 6: Your Signature and Authorization

This authorization is for the release of medical records as specified in Steps 4 and 5. This request is valid for 90 days and may be revoked at any time by written request.

\_\_\_\_\_  
Patient's Signature (18yrs or older)

OR \_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date