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**Authorization for Retrieval and Disclosure of Health Information and Records**

NAME OF PATIENT: \_\_\_\_\_ DOB: \_\_\_\_\_

Person or Facility: \_\_\_\_\_

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

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

**\*\*1. Authorization\*\***

I authorize \_\_\_\_\_ (healthcare provider) to use  
and disclose the protected health information described below to  
\_\_\_\_\_ (individual seeking the information).

**\*\*2. Effective Period\*\***

This authorization for release of information covers the period of healthcare from

a.  \_\_\_\_\_ to \_\_\_\_\_.

**\*\*OR\*\***

b.  all past, present, and future periods.

**\*\*3. Extent of Authorization\*\***

a.  I authorize the release of my complete health record (including records relating to mental healthcare, communicable diseases, HIV or AIDS, and treatment of alcohol or drug abuse).

**\*\*OR\*\***

b.  I authorize the release of my complete health record with the exception of the following information:

Mental health records

Communicable diseases (including HIV and AIDS)

Alcohol/drug abuse treatment

Other (please specify): \_\_\_\_\_

4. This medical information may be used by the person I authorize to receive this information for medical treatment or consultation, billing or claims payment, or other purposes as I may direct.

5. This authorization shall be in force and effect until \_\_\_\_\_ (date or event), at which time this authorization expires.

6. I understand that I have the right to revoke this authorization, in writing, at any time. I understand that a revocation is not effective to the extent that any person or entity has already acted in reliance on my authorization or if my authorization was obtained as a condition of obtaining insurance coverage and the insurer has a legal right to contest a claim.

7. I understand that my treatment, payment, enrollment, or eligibility for benefits will not be conditioned on whether I sign this authorization.

8. I understand that information used or disclosed pursuant to this authorization may be disclosed by the recipient and may no longer be protected by federal or state law.

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Signature of patient or personal representative

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Printed name of patient or personal representative and his or her relationship to patient

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Date