



# 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 _____ Phone Number _____ Fax Number _____
<b>Receiving Party:</b> (Where do you want the information sent? Who may have the information?)	Name _____ Address _____ City _____ State _____ Zip _____ Phone Number _____ 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.) <b>Only record types checked below:</b> <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"/> Pathology 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):  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 _____
<b>Release Instructions:</b> (How and When do you want the information?)	Release Method/Format requested: (check one) <input type="checkbox"/> Paper <input type="checkbox"/> Email _____ E-mail address for link _____ Date information is needed _____ NOTE: Please allow 5-10 business days for processing
<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* _____ *Fees may be charged in accordance with IN Statute 760 IAC 1-71-3 and Federal Rule 45 C.F.R. §164.524
<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>• IU Health Physicians' records may include records that it received from other organizations. If these records have been used by IU Health Physicians and filed in the record IU Health Physicians maintains about you, these records may be released with your IU Health Physicians records.</li> <li>• IU Health Physicians cannot prevent the disclosure 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 IU Health Physicians 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 Staff:

Initials of person releasing information \_\_\_\_\_ Date \_\_\_\_\_  
Photo ID/Signature verified \_\_\_\_\_  
Medical Record Number \_\_\_\_\_  
Patient Encounter Number \_\_\_\_\_



## AUTHORIZATION TO RELEASE AND DISCLOSE PATIENT INFORMATION



## Cost

Patient personal and patient directive (request being sent to an attorney directed by patient) requests will follow the below pricing guidelines:

<b>Format of Original Patient Record</b>	<b>Cost for delivery in electronic format (CD, USB, Download, or Portal)</b>	<b>Cost for record delivered in paper</b>
Electronic or Hybrid (part electronic part paper)	<p>\$6.50 flat fee for electronic portion</p> <p>Plus, if applicable, \$0.07 per page for CIOX Health’s labor cost to create and deliver the portion of record maintained in paper plus sales tax as applicable</p>	<p>\$0.12 per page for CIOX Health’s labor and supplies to deliver the portion of record maintained in paper. Plus, if applicable, sales tax and actual postage if mailed.</p> <p>Plus, if applicable, the lower of cost under state regulated patient rates or \$0.90 for CIOX Health’s average labor cost to create and deliver the portion of record maintained electronically.</p>
Paper	<p>\$0.07 per page for CIOX Health’s labor cost to create and deliver the portion of record maintained in paper Plus actual postage if mailed plus sales tax as applicable</p>	<p>\$0.12 per page for CIOX Health’s labor and supplies to deliver the portion of record maintained in paper. Plus, if applicable, sales tax and actual postage if mailed.</p>

**\*\*IUHP patient personal requests will be charged the above rates up to a cap of \$25.00 plus tax and postage\*\***

