



**Records Release**

**1) PATIENT INFORMATION:**

Name (First and Last) \_\_\_\_\_ Date of Birth \_\_\_\_\_  
Previous Name \_\_\_\_\_

**2) AUTHORIZES:**

Name of Health Care Provider / Plan / Other \_\_\_\_\_  
Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
(\_\_\_\_\_) \_\_\_\_\_  
Fax \_\_\_\_\_

**3) TO DISCLOSE TO:**

Send to: \_\_\_\_\_  
Name of Health Care Provider / Plan / Other  
(\_\_\_\_\_) \_\_\_\_\_  
Fax \_\_\_\_\_

**4) INFORMATION TO BE DISCLOSED:**

\_\_\_ All medical records **OR** From \_\_\_\_\_ to \_\_\_\_\_  
\*If left blank, only information from the past two (2) years will be disclosed.

**5) PURPOSE (Check all that apply - copy fees may apply)**

\_\_\_ Further Medical Care \_\_\_ Legal Investigation /Action  
\_\_\_ Insurance Eligibility/Benefits \_\_\_ Personal (at my request)  
\_\_\_ Other: \_\_\_\_\_

**6) YOUR RIGHTS WITH RESPECT TO THIS AUTHORIZATION:** I am aware that I have the right to inspect and receive a copy of the health information I have authorized to be used and/or disclosed by this Authorization. I understand that I may be charged a fee for record copies. In addition, I understand that I do not need to sign this Authorization in order to receive treatment. I also am aware that I may revoke this Authorization by notifying the disclosing medical records/health information department in writing. However, I understand that my revocation will not be effective as to uses and/or disclosures: (1) already made in reliance upon this Authorization; or (2) needed for an insurer to contest a claim/policy as authorized by law if signing the Authorization was a condition to obtaining insurance coverage. I realize that the information used and/or disclosed pursuant to this Authorization may be subject to re-disclosure and no longer protected by federal privacy law.

**7) SIGNATURE OF PATIENT / LEGAL REP: \_\_\_\_\_ DATE: \_\_\_\_\_**

If signed by a person other than the patient, complete the following:  
1. Individual is: a minor legally incompetent or incapacitated deceased  
2. Legal authority: parent\* legal guardian next of kin / executor of deceased activated POA for Health Care

\* By signing above, I hereby declare that I have not been denied physical placement of this child.

For Office Use Only:  
Signature/ID verified Yes No  
Completed by: \_\_\_\_\_ Date released \_\_\_\_\_