# **AUTHORIZATION FOR RELEASE OF INFORMATION (Template)**

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| **Your Information** | | |
| Last Name: | First Name: | Middle Initial: |
| Address: | City/State: | Zip Code: |

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| **Person/Organization Providing the Information** | **Person/Organization Receiving the Information** |
| Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Position or Role: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  City/State/Zip: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Phone # : (\_\_\_\_\_) \_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_  Fax #: (\_\_\_\_\_\_) \_\_\_\_\_\_ \_\_\_\_\_\_\_ | Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Position or Role: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  City/State/Zip: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Phone # : (\_\_\_\_\_) \_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_  Fax #: (\_\_\_\_\_\_) \_\_\_\_\_\_ \_\_\_\_\_\_\_ |
| *45 C.F.R. §§ 164.508(c)(1)(ii), and (iii); CA Civil Code §§ 56.11(e), and (f)* | |

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| **Description of the Information to be Released**  **(Provide a detailed description of the specific information to be released)**  *45 C.F.R. § 164.508(c)(1)(i); CA Civil Code §§ 56.11(d), and (g)* |
| **Check each type of confidential information you authorize to be released:**   |  |  | | --- | --- | | HIV or AIDS Information | Alcohol/Drug Information | | Mental Health/Behavioral Health Information | Genetic Testing | |
| Other: |
| For the following period of time: from\_\_\_\_\_\_\_\_\_\_\_\_\_ (date) to\_\_\_\_\_\_\_\_\_\_\_\_\_ (date). |

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| **Description of the Purpose and Limitations for the Use or Release of the Information (Indicate how information will be used)**  *45 C.F.R. § 164.508(c)(1)(iv); CA Civil Code § 56.11(g)* |
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| The information will not be used for any purpose other than its intended use. |

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| Will the health plan or provider receive money for the release of this information? *45 C.F.R. § 164.524(c)(4)* |
| |  |  |  | | --- | --- | --- | | Yes | No |  | |
| Reasonable fees may be charged to cover the costs of copying and postage. |

This authorization for release of the above information to the above named persons or organizations will expire on:       (date).

*[45 C.F.R. § 164.508(c)(v); CA Civil Code § 56.11(h)]*

I understand that:

* I authorize the use and/or disclosure of my individually identifiable health information as described above for the purpose listed. I understand that this authorization is voluntary. *[45 C.F.R. § 164.508(c)(2)(i)]*
* I have the right to revoke this authorization at any time by sending a signed notice stopping this authorization to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ at\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. The authorization will cease on the date my valid revocation request is received.

*[45 C.F.R. § 164.508(c)(2)(i); CA Civil Code § 56.15]*

* The Notice of Privacy Practices provides instructions for me should I choose to revoke my authorization and includes limitations on my revocation*.*

*[45 C.F.R. § 164.508(c)(2)(i)]*

* My treatment, payment, enrollment or eligibility for benefits will not be affected if I do not sign this authorization. *[45 C.F.R. § 164.508(c)(2)(ii)]*
* Under California law, the recipient of my medical information is prohibited from re-disclosing the information, except with a written authorization or as specifically required or permitted by law. *[CA Civil Code § 56.13]*
* If the organization or person I have authorized to receive the information is not a health plan or health care provider; the released information may no longer be protected by federal privacy regulations. *[45 C.F.R. § 164.508(c)(2)(iii)]*
* I have the right to receive a copy of this authorization.

*[45 C.F.R. § 164.508(c)(4); CA Civil Code § 56.11(i)]*

Records and copies obtained relating to outpatient psychotherapy care shall be returned or destroyed at the expiration date of this authorization except those obtained for treatment and diagnosis purposes. *[CA Civil Code § 56.104(a)(4)]*

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| Patient Signature: | Date: |

*[45 C.F.R. § 164.508(c)(1)(vi); CA Civil. Code § 56.11(c)]*

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| Patient’s (Personal) Representative Signature: | Relationship: | Date: |

*[45 C.F.R. § 164.508(c)(1)(vi); CA Civil Code § 56.11(c)]*