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ROI

FOR REFERENCE

**Authorization - Release Of Medical Records Information**

<b>Patient Identification</b>	Patient name: _____ Date of birth: _____ Address: _____ City/state/zip: _____ Social Security Number (last 4 digits): _____ Phone: _____
<b>Provider</b> (Who is releasing information?)	The following individual or organization is authorized to make the disclosure: Provider name: _____ Address: _____ City/state/zip: _____ Phone: _____ Fax: _____
<b>Disclose Information to</b> (Where is information to be sent?)	Name/facility: _____ Address: _____ City/state/zip: _____ Phone: _____ Fax: _____
<b>Information to be Disclosed</b>	<input type="checkbox"/> Standard chart copy (Includes Demographic Face Sheet, Physician Dictated Reports, All Test Results) <input type="checkbox"/> X-ray and imaging reports <input type="checkbox"/> Entire record (charges may apply) <input type="checkbox"/> Other _____
<b>Service Dates</b>	Dates of service from (date) _____ to (date) _____
<b>Form and Format</b>	<input type="checkbox"/> Paper (pickup or mail) <input type="checkbox"/> Fax <input type="checkbox"/> Flash Drive <input type="checkbox"/> CD-ROM (compact disc) <input type="checkbox"/> E-mail (please provide address below) E-mail address: _____ All medical records requested in electronic format will be encrypted unless specifically requested otherwise by the patient. Sending medical records unencrypted has risks including the individual's PHI could be read or otherwise accessed by a third party. File size may limit ability to send by e-mail. <b>If you want your records sent unencrypted please initial here:</b> _____
<b>Substance Abuse Documentation</b>	Check this box ONLY if you permit substance abuse records to be released. <input type="checkbox"/> Requestor, take note: These released records contain substance abuse documentation, and therefore prohibition on redisclosure applies. THIS INFORMATION IS RELEASED SUBJECT TO THE CONFIDENTIALITY PROVISION OF FEDERAL STATUTES (42 U.S.C. 290dd-2, and regulations 42 CFR, Part 2) which prohibits any further disclosure of this information without the specific written consent of the person to whom it pertains, or as otherwise permitted by such regulations.
<b>Purpose of Disclosure</b>	<input type="checkbox"/> Continued healthcare <input type="checkbox"/> Completion/payment <input type="checkbox"/> Personal <input type="checkbox"/> Other _____
<b>Expiration Date</b>	Unless otherwise revoked, this authorization will expire on the following date, event, or condition: _____ If I fail to specify an expiration date, event, or condition, this authorization shall be in effect for one year from this date, for records generated as a result of services occurring on or prior to this date.
<b>Revocation</b>	I understand I have a right to revoke this authorization at any time by presenting a written revocation to the Medical Record Department. I understand the revocation will not apply to: <ul style="list-style-type: none"> <li>• Information already released in response to this authorization</li> <li>• My insurance company when the law provides my insurer with the right to contest a claim under my policy.</li> </ul>
<b>Authorization</b>	I understand the information in my health record may include information relating to sexually transmitted disease, acquired immunodeficiency syndrome (AIDS), or human immunodeficiency virus (HIV), behavioral or mental health services, or treatment for alcohol and drug abuse. I understand authorizing the disclosure of this health information is voluntary. I can refuse to sign this authorization. I need not sign this form in order to assure treatment. I understand I may inspect or obtain copies of the information to be used or disclosed, as provided in 45 CFR 164.524. I understand any disclosure of information carries with it the potential for an unauthorized redisclosure and the information may not be protected by federal confidentiality rules. If I have questions about disclosure of my health information I can contact the Avera Privacy Officer at 605-322-7801.  _____ Signature of Patient or Legal Representative Date  _____ If Signed by Legal Representative, Relationship to Patient Signature of Witness  Date: _____ Information sent: _____