



**AUTHORIZATION FOR RELEASE OF PROTECTED HEALTH AND/OR ACADEMIC INFORMATION**

**PATIENT / STUDENT INFORMATION**

PATIENT / STUDENT NAME	NAME AT TIME OF TREATMENT	BIRTH DATE
ADDRESS		TELEPHONE NO. (With Area Code)

**RELEASE OF INFORMATION**

I hereby authorize:  Sheppard Pratt Health System  Other Facility Name: THE RETREAT  
 to release health information from:  medical record  school record  verbal health and/or academic information by service provider  
 of the above named patient / student for the following purpose:  provision of services  continuum of care  legal  
 other \_\_\_\_\_

To: \_\_\_\_\_  
 Name / Address of person / organization to which disclosure is to be made

Fax information to: \_\_\_\_\_ Fax #: \_\_\_\_\_

Send electronically to: \_\_\_\_\_ Email Address: \_\_\_\_\_

For treatment dates: \_\_\_\_\_

Inpatient  Residential (specify) \_\_\_\_\_  School (specify) \_\_\_\_\_

Partial Hospitalization (specify) \_\_\_\_\_  Outpatient Program (specify) THE RETREAT OUTPATIENT

Substance use treatment programs:  TE Co-Occurring Unit  Ellicott City Co-Occurring Unit

Outpatient dual diagnosis day hospital  BOS (Behavioral observation services)

<b>TYPE OF ACCESS AUTHORIZED:</b>	<b>SELECT PORTIONS OF THE RECORD:</b>
<input type="checkbox"/> Copies of the record	<input type="checkbox"/> Discharge Summary <input type="checkbox"/> Admission Note <input type="checkbox"/> History & Physical <input type="checkbox"/> Labs / Medical Tests
<input type="checkbox"/> Inspection of the record	<input type="checkbox"/> Discharge Information Sheet <input type="checkbox"/> Psychosocial History <input type="checkbox"/> Medication List
<input type="checkbox"/> Verbal communication	<input type="checkbox"/> Educational Records <input checked="" type="checkbox"/> Other, specify <u>FINANCIAL STATEMENTS AND INVOICES</u>
	<input type="checkbox"/> Information regarding service provided, specify _____

This authorization will expire one year from the date signed for records below unless specific expiration event or condition is named here:  
FINANCIAL STATEMENTS - NO EXPIRATION DATE. For verbal communication, this authorization will expire upon discharge. The authorization covers only  
 treatment for the dates specified above. I understand that I have the right to refuse to sign this Authorization for Release of Protected Health and/or Academic  
 Information. I understand that authorizing the disclosure of this information is voluntary. I need not sign this form in order to assure treatment. I understand  
 that I may inspect the information to be used or disclosed, as provided in 45 CFR 164.524.

- I, the undersigned, have read the above and authorize the staff of the disclosing facility named to disclose such information as described within this document.
- I understand that this authorization may be withdrawn by me at any time except to the extent that action has been taken in reliance upon it. I may withdraw this authorization by notifying, in writing, Health Information Management or above specified program.
- I acknowledge that the material authorized for release may contain alcohol, chemical dependency, psychiatric, HIV testing or results, or AIDS information.
- I understand that health information used or disclosed pursuant to this authorization may be subject to re-disclosure by the recipient unless the health information is protected under federal confidentiality rules 42 CFR Part 2.
- I understand that, once information is released, this facility cannot prevent the recipient from further disclosing the information.

This facility is released and discharged of any liability and the undersigned will hold the facility harmless for complying with this "Authorization for Release of Protected Health and/or Academic Information".

Signature of Patient / Student \_\_\_\_\_ Date \_\_\_\_\_

Signature of Parent, Guardian / Authorized Representative \_\_\_\_\_ Date \_\_\_\_\_

Relationship to Patient / Student \_\_\_\_\_

Fees / charges will comply with all laws and regulations applicable to release of information

**PROHIBITION ON REDISCLOSURE:** This information has been disclosed to you from records protected by Federal confidentiality rules (42 CFR Part 2). The Federal rules prohibit you from making any further disclosure of this information unless further disclosure is expressly permitted by the written consent of the person to whom it pertains or as otherwise permitted by 42 CFR Part 2. A general authorization for the release of medical or other information is NOT sufficient for this purpose. The Federal rules restrict any use of the information to criminally investigate or prosecute any alcohol or drug abuse patient.



