

**Patient Guide**

**Authorization to Release Information**

<p><b><u>Patient Information</u></b> Please Print Legibly OR Place Patient Identifying Label</p>	<p>_____</p> <p>Patient Legal Name</p> <p>_____</p> <p>Date of Birth</p>	
<p><b><u>Health Care Provider, Person, or Agency</u></b></p> <p><i>With <b>Whom</b> may PrairieCare and its affiliates share/receive my information or my child's information?</i></p>	<p>_____</p> <p>Physician(s), Provider(s), or Person(s) <span style="float: right;">Agency or Clinic</span></p> <p>_____</p> <p>Relationship to Patient <span style="float: right;">Phone Number</span></p> <p>_____</p> <p>Address (street, city, state, zip code) <span style="float: right;">Fax Number</span></p>	
<p><b><u>Communication</u></b> Please check all that apply</p> <p><i>How will PrairieCare share/receive my information?</i></p>	<p><b>Direction:</b></p> <p><input type="checkbox"/> Exchange the information indicated below</p> <p><input type="checkbox"/> Receive the information indicated below</p> <p><input type="checkbox"/> Release the information indicated below</p>	<p><b>Method:</b></p> <p><input type="checkbox"/> Written Communication (Fax, Mail, Secured Email)</p> <p><input type="checkbox"/> Verbal communication</p>
<p><b><u>Information to be Released:</u></b> Please mark all that apply.</p> <p><i>What is to be released?</i></p>	<p><b>Requires Patient (16 years or older) OR Parent/Guardian consent:</b></p> <p><input type="checkbox"/> Acknowledgement of Patient's Access of Service</p> <p><input type="checkbox"/> Discharge Summaries &amp; Plans</p> <p><input type="checkbox"/> Diagnostic Assessments</p> <p><input type="checkbox"/> Progress in Treatment</p> <p><input type="checkbox"/> Treatment Plans</p> <p><input type="checkbox"/> Psychological Consult/Testing</p> <p><input type="checkbox"/> Medical Consults/History &amp; Physical</p> <p><input type="checkbox"/> <b>ALL RECORDS (Including All Items listed above)</b></p> <p><input type="checkbox"/> Other: _____</p>	<p><b>Requires Patient consent, regardless of age, as evidenced by Patient's Initials:</b></p> <p><input type="checkbox"/> Chemical Use &amp; Abuse Assessment, Data, and Information</p> <p><input type="checkbox"/> Reproductive and Sexual Health Information</p> <p><input type="checkbox"/> Lab Results Regarding Chemical Use or Reproductive Health, including HIV/AIDS Information</p> <p><b><i>Please note that CD/Alcohol information and Reproductive Health Information (including lab results) contained in any records will be redacted prior to sending unless the patient has initialed the above items.</i></b></p>
<p><b><u>Purpose of the Release of Information</u></b></p> <p><i>Why is the release needed?</i></p>	<p><input type="checkbox"/> Assessment &amp; Treatment <span style="float: right;"><input type="checkbox"/> Insurance Purposes</span></p> <p><input type="checkbox"/> Psychological Evaluation/Testing <span style="float: right;"><input type="checkbox"/> Legal</span></p> <p><input type="checkbox"/> Coordination of Care/Follow Up <span style="float: right;"><input type="checkbox"/> Education</span></p> <p><input type="checkbox"/> Acknowledgement of Patient's Access of Service/Referral <span style="float: right;"><input type="checkbox"/> Discharge Planning</span></p> <p><input type="checkbox"/> _____ <span style="float: right;"><input type="checkbox"/> Other (must specify): _____</span></p>	
<p><b><u>Statement of Authorization:</u></b> Please Review Terms and Conditions to Agreement</p> <p><i>What is my signature authorizing?</i></p>	<p>- I understand that I may revoke this authorization at any time, except to the extent that previous action has been taken in reliance of the Authorization for Release of Information. (Please refer to PrairieCare's <b>Notice of Privacy Practices</b> for instructions on how to revoke authorizations or to inspect and/or receive copies of this information.)</p> <p>- A photocopy, electronic version, or fax of this authorization will be treated in the same way as the original.</p> <p>- My signature means that I have read this form and/or have had it read to me and explained in a language that I can understand.</p> <p>- Authorizing the disclosure of this information is voluntary, and I can refuse to sign this authorization without consequence to my treatment, eligibility for benefits, or payment status.</p> <p>- Once authorized information is released, PrairieCare, its employees, and its physicians cannot prevent the re-disclosure of that information. I hereby release each of them from any and all liability arising directly or indirectly from disclosure authorized by this consent, and any re-disclosure of that information.</p> <p>-I understand that this authorization remains in effect for one year from the date of signature, or:</p> <p>_____</p> <p>(Specify date, event, or conditions that cause authorization to expire.)</p>	

Signature of Patient (Patients 16 and older must personally consent for all mental health records.)

Date

Signature of Parent/Guardian

Relationship to Patient

Date