



AUTHORIZATION TO DISCLOSE HEALTH INFORMATION

1. Patient Information:			
Name (First, Middle, Last)		Cleveland Clinic Medical Record #	
Current Address		City	State Zip
Last 4 Digits of Social Security #	Email	Phone Number ()	Date of Birth / /

2. Release Information From (check all that apply):	3. Release Information To:
<input type="checkbox"/> Cleveland Clinic Ohio facilities OR <input type="checkbox"/> Specify Cleveland Clinic Ohio facility(ies):	Name of Recipient
<input type="checkbox"/> Cleveland Clinic Nevada facilities	Address City/State Zip
NOTE: For release of medical records from Ashtabula County Medical Center (ACMC) and Cleveland Clinic Florida, your request must be made directly to ACMC or Cleveland Clinic Florida.	Phone Number Fax Number () ()
	Select one: <input type="checkbox"/> Paper <input type="checkbox"/> Secure electronic delivery (If electronic, provide recipient's email):

Purpose for Disclosure: _____
(Purpose for disclosure must be completed prior to processing, e.g., continuing care, personal use, legal)

Dates of service to release (FROM): _____ **(TO):** _____

- | | | |
|---|---|--|
| <input type="checkbox"/> Office Visits | <input type="checkbox"/> History & Physical | <input type="checkbox"/> Physical/Occupational Therapy Reports |
| <input type="checkbox"/> Emergency Department Reports | <input type="checkbox"/> Cardiac Reports | <input type="checkbox"/> Homecare Records |
| <input type="checkbox"/> Discharge Summary | <input type="checkbox"/> Laboratory Reports | <input type="checkbox"/> Radiation Oncology Records |
| <input type="checkbox"/> Operative Reports | <input type="checkbox"/> Radiology Reports | <input type="checkbox"/> Other _____ |

I, the undersigned, authorize Cleveland Clinic to release health information as indicated/described above. I understand and acknowledge that the requested health information may contain information regarding physical and mental illness, HIV test results or diagnosis, treatment of AIDS/AIDS-related conditions, and/or alcohol/drug abuse. **This authorization does not include permission to release outpatient Psychotherapy Notes as defined below.* Release of Psychotherapy Notes requires a separate authorization.**

This authorization and consent will expire one year from the date of authorization written below, unless revoked by me (or my legal representative) through written notice presented to Health Information Management (see contact information below). Any revocation will not apply to information that has already been released in response to this authorization. I understand that treatment, payment, enrollment, or eligibility for benefits will not be based on whether or not I sign this authorization.

After my health information is released, my information may be re-disclosed by the recipient and may no longer be protected by law. The recipient of my health information may be charged for the service of releasing medical information. There is no charge to send records directly to my health care provider.

If Authorization is not complete, signed and dated, it may be returned and result in my information not being released until completed.

_____/_____/_____
*Signature of Patient/Patient's Personal Representative*** *Printed Name* *Date Signed*

Relationship, if not Patient

*Psychotherapy Notes are defined as notes that document private, joint, group, or family counseling sessions that are separated from the rest of a patient's medical records.
 If other than the patient's signature, a copy of legal paperwork verifying the patient's personal representative **MUST accompany the request (e.g., court appointed guardian, durable power of attorney for health care). Exception: parent signing for a patient under the age of eighteen.
 ***For a deceased patient, a court entry or order appointing a fiduciary, executor, or administrator, or letters of appointment received from Probate Court must accompany an authorization signed by the named individual. If the estate has not been probated, a death certificate is required to be submitted with the documents naming the administrator or executor of the estate.

Submit request to one of the following:	
(1) Health Information Management/Medical Record Department, Health Data Services Ab-7 9500 Buehid Avenue, Cleveland, OH 44195	(2) Fax: 1-216-387-8043 (3) Email: IODDMROI@ccf.org Questions? 1-844-203-8777
<small>NOTICE: If you send health information to Cleveland Clinic via email, please know that your message may be sent in an unencrypted email. An unencrypted email means there is a risk that the information in the email and any attachments could potentially be read by a third party when it is sent through the internet.</small>	

Revision: 04/23/2015

For an Authorization to be valid, in accordance with State and Federal laws, it must contain all of the following points:

1.	Identify the Patient. The Patient's name is necessary. The Patient's Date of Birth and/or Social Security Number is optional, but is useful in correctly identifying the Patient.
2.	Be dated.
3.	I nclude a specific expiration date or event that pertains to the purpose of the disclosure. "24 Months", "One year", "Valid for the duration of the claim", are considered specific. The request for records created after the date of signature on the authorization cannot be released. Please update your authorization to include "records created after date of signature" and have the patient sign it and submit this to us so that we may release the records requested.
4.	Not be expired by the date the request was received. It is permissible to release records beyond the expiration date as long as it was received prior to the expiration date.
5.	Be signed by the patient or the patient's personal representative. The patient's personal representative is a person who is able to authorize medical treatment for the patient or who is acting on behalf of a deceased patient. If the authorization was signed by the Patient's personal representative, then it must provide proof of Legal Guardianship or Power of Attorney and it must provide a description of the patient's personal representative's authority to act for the patient with regard to Healthcare.
6.	Include the name of the provider being asked to disclose the information. It is not OK for the Provider to be identified on the cover letter of the request; it does have to be included in the body of the Authorization form.
7.	Provide the name and address of the Requester to which the information is to be disclosed. It is OK for the Requester name and address to be provided on the cover letter of the request; it does not have to be included in the body of the Authorization form.
8.	Provide a specific and meaningful description of the information to be disclosed. Examples: "ER Report from 5/1/99", "Any and all records" etc.
9.	Give a brief description of the purpose of the disclosure. Examples: "My own personal use", "Legal", "Transferring care", "Insurance benefits" etc. The statement, "at the request of the individual/patient", is sufficient for this purpose.
10.	Specifically cover any State and/or Federally protected information if protected information is contained in the patient's chart.
11.	Include a statement concerning the patient's right to revoke the authorization in writing.
12.	Include a statement regarding the exceptions to the right to revoke an authorization and a description of how to revoke, or a reference to the Notice of Privacy Practices that includes this information.
13.	Include a statement whether the information disclosed might be re-disclosed by the recipient, and therefore, no longer protected..
14.	If the requesting party is a health plan (i.e.: Regence, Molina, Blue Cross, Medicare, etc.) and they are requesting records for a patient who is applying for Health Insurance, then ... include a statement that the Health Care Provider may not condition treatment, payment or eligibility for benefits on whether the patient signs the authorization, or if the Health Care Provider can condition treatment on obtaining authorization, a description of the consequences to the patient for refusing to sign.