

**\*\*\* For Office Use Only \*\*\***

Log #: \_\_\_\_\_ MR#: \_\_\_\_\_

ID verified?    Y    N    By (initial): \_\_\_\_\_

**Patient Information** \*\* Please Print \*\*

Patient Full Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Patient Address \_\_\_\_\_ Phone: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ Work Phone: \_\_\_\_\_

**Release/Send Information To**

I hereby authorize:  Beverly Hospital     Addison Gilbert Hospital     BayRidge Hospital     BH@ Danvers     Hunt Center

Or  Other Facility: \_\_\_\_\_ to release information contained in my medical record to:

Name/Facility: \_\_\_\_\_ Attention: \_\_\_\_\_

Address: \_\_\_\_\_ Phone: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ Fax #: \_\_\_\_\_

Mail     Pick up (date) \_\_\_\_\_     Fax to above # or \_\_\_\_\_

**Information to Release/Send**

Please provide an abstract: History/physical, Summary, Consult, Op Note, Intake, Labs, Radiology, EKGs, ER report

Please provide a copy of my emergency department record

Other – please be specific, including dates, MDs, tests (fill in box)→

**Purpose of Request:**

Personal     Continuing Care     Insurance     Legal

Other: \_\_\_\_\_

Comments / Dates / Notes

**Authorization to Release/Send Protected or Sensitive Information**


In order for us to release any of your medical information that may fall into the categories listed below, you must initial on the line. We will not send out this information if the line is blank → **WRITE YOUR INITIALS ON THE LINE**

I authorize psychiatric/psychological treatment notes to be released \_\_\_\_\_

I authorize information about drug &/or alcohol substance abuse/treatment to be released \_\_\_\_\_

I authorize information about sexually transmitted disease to be released \_\_\_\_\_

I authorize information about HIV/AIDS testing &/or treatment to be released \_\_\_\_\_



Please make sure you have filled out this form completely: printing your full name and date of birth, checking the purpose of the request, checking the information to be released, and initialing ALL the protected/sensitive information categories above that may pertain to your records.

I understand that authorizing the disclosure of this health information is voluntary. I need not sign this form in order to assure treatment. I understand that I may inspect or copy the information to be used or disclosed, as provided in CFR 164.524. I understand that any disclosure of information carries with it the potential for an unauthorized re-disclosure 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 Privacy Officer or Director of Health Information.

I understand that I have a right to revoke this authorization; I must do so in writing and present my written revocation to the Medical Records/Health Information Management Department. I understand that the revocation will not apply to information that has already been released in response to this authorization. I understand that the revocation will not apply to my insurance company when the law provides my insurer with the right to contest a claim under my policy. 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 will expire 90 days from the date of signing.

**Signature - Attach legal documents when applicable    Date / Time    Relationship, if other than patient**

**Please note: There may be a charge for the copying and mailing of medical record copies.**