UMASS MEMORIAL HEALTH CARE

AUTHORIZATION FOR THE DISCLOSURE OF PROTECTED HEALTH INFORMATION

☐ UMass Memorial Medical Center
☐ UMass Memorial HealthAlliance-Clinton Hospital
☐ UMass Memorial - Marlborough Hospital
☐ UMass Memorial Medical Group - Location: _____

PATIENT TO COMPLETE THIS SECTION:

FULL NAME:

ADDRESS:

BIRTHDATE/AGE: SEX:

HAR/CSN:

PRINT CLEARLY IN INK OR IMPRINT WITH PATIENT'S CARD

I hereby authorize the entity selected above, its employees, and/or agents, to (SELECT ONE):

☐ **Request & Receive** information **from** the health care provider/organization specified below.
☐ **Release** information from the medical record of the above names patient **to** the recipient specified below.

☐ **Self** (see above) ☐ **Health Care Provider** (no charge if sent directly to physician's office) ☐ **Organization/Person/Other** (Insurance co., lawyer, etc.)

Name: _____

Street Address: _____ P.O. Box / Suite#: _____

City: _____ State: _____ Zip Code: _____

Phone: _____ Fax: _____ Email: _____

THE PURPOSE OF THE RELEASE OF THIS INFORMATION IS FOR:

☐ Appointment with Specialist
☐ Transferring Care to New Provider
☐ Caregiver
☐ Attorney/Legal Case
☐ Disability/Insurance Application/Claim
☐ **OTHER (specify):** _____
☐ Verbal Communications
☐ Personal Use
☐ Pre-employment

COPY FEE: *Pursuant to HIPAA 45 CFR, 164.524, we reserve the right to charge a reasonable cost-based fee for producing and mailing the copies. At no time will the cost-based fees exceed Massachusetts law (MGL Chapter 111; Section 70).*

Directions: Please select ONE of the three options below by checking the appropriate box.

1. **Individual Visit(s).** Please check either Abstract or Entire Visit Date box.
   ☐ **Abstract of Visit Date.** Includes key elements of a specific visit date(s) including: reports, diagnostic testing (labs, x-rays, EKGs, PFTs, medication reconciliation list, allergies and provider's transcribed reports). An abstract contains the most commonly requested information and is less expensive.
   ☐ **Entire Visit Date.** Includes any and all documentation related to a specific visit date(s).
   *Date(s) From:*_____ *Through:*_____

2. **Specific Services.** If you wish to receive ONLY copies of specific service(s), please check ONLY the report type(s) that you are requesting and provide the date/range (when the services occured) on the line below.
   *Date(s) From:*_____ *Through:*_____

☐ Cardiac Studies-Heart	☐ Operative/Procedure Report(s)
☐ Consultations	☐ Pathology Report(s)
☐ Discharge Summaries	☐ Patient Discharge Care Form(s)
☐ Neurological tests: EEG, EMG, Sleep Study	☐ Pulmonary Studies: (Lung) Pulmonary Function Tests
☐ Emergency Service Records	☐ Radiology Reports
☐ Immunization Records	☐ Rehabilitation: Physical Therapy, Occupational Therapy, Speech Therapy
☐ Laboratory Reports (blood tests)	☐ Other (specify):
☐ Office/Clinic Notes for Dr._____	☐ Other (specify):

3. **Entire Medical Record.** Please check **EITHER** the Abstract or Entire Medical Record box below.
   Note: The Abstract and/or Entire Medical Record could both include more than twenty (20) years of records from the date of your last visit.
   ☐ **Abstract of Entire Medical Record.** Includes key elements of a specific visit date(s) including: reports, diagnostic testing (labs, x-rays, EKGs, PFTs, medication reconciliation list, allergies and provider's transcribed reports). An abstract contains the most commonly requested information and is less expensive.
   ☐ **Entire Medical Record.** Includes any and all documentation of a patient's entire medical record. Please note that selecting this option may result in a significant cost to prepare the records.

PROTECTED UNDER STATE OR FEDERAL LAW

I understand that my health record may include information related to my mental health, alcohol/substance use disorder, sexual assault, sexually transmitted diseases, abortion, genetic testing, HIV/AIDS, domestic violence, or other information I may consider sensitive. **You must initial next to the types of content below or that information will NOT be released.**

___ Abortion - Consent Forms or Court Orders ___ Genetic Screening Test Results ___ Sexual Assault Counseling
___ Domestic Violence Counseling ___ HIV/AIDS Test Results ___ Sexually Transmitted Diseases
___ Details of Mental Health Diagnosis and/or Treatment Provided by a Psychologist, Psychiatrist, Mental Health Clinical Nurse Practioner, Licensed Mental Health Couselor, and Licensed Social Worker
___ Alcohol/Substance Use Disorder; must specify exact nature of information needed:_____
___ **OTHER (specify):** _____

Please Continue on Reverse Side

I UNDERSTAND THAT:

- This authorization is voluntary. I do not have to sign to assure treatment unless the sole purpose of treatment is to provide information to a third party (example: employment physical).
- Per the Joint Notice of Information Practices, I have the right to inspect or request copies of my medical records. Arrangements must be made to inspect my medical record on-site; please contact the Health Information Management Department (information below).
- Any disclosure carries the potential for unauthorized re-disclosure. I release UMass Memorial Health Care and its entities from any legal liability that may arise from the disclosure or re-disclosure of this information.
- I have the right to revoke this authorization at any time by presenting a written request to Health Information Management at the address below. Revocation will not apply to information that has already been released in response to this authorization. Revocation will not apply to my insurance company when the law provides my insurer with the right to contest a claim under my policy.
- My alcohol/substance use disorder records may be protected under the Federal regulations governing the Confidentiality of Alcohol and Drug Abuse Patient Records, 42 CFR Part 2, and cannot be disclosed without my written consent unless otherwise provided for in the regulations. I also understand that I may revoke this consent at any time except to the extent that action has been taken in reliance on it, and that in any event this consent expires as indicated in the "Expiration of Authorization" section of the form below. (If you do not know whether this is applicable to your records, please contact your provider's office or the Privacy Hotline at 508-334-5551.)

EXPIRATION OF AUTHORIZATION:

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 valid for not more than ninety (90) days from the date of the signature below, except when Federal and/or State regulations specify otherwise. In such situations, the shorter time period shall apply.

Requested Format for Receipt of Medical Records

Copies generally available within 10 business days dependent upon records requested.

PICK-UP	MAIL	PATIENT PORTAL*	VERBAL
☐ Paper Copies	☐ Paper Copies ☐ Email	☐ *When available and only if patient has activated his/her account	☐

***If you would like to have someone other than you (the patient) pick up your medical record, please provide their name and relationship:**

Name: _____ Relationship: _____

*****A Picture ID is Required When Picking Up Copies of Medical Records.*****

I have completed all sections of this form. I have read and understand the above statements, and authorize the disclosure of the information requested on the reverse side of this form.

_____ _____ _____
Signature of Patient/Parent/Legal Representative* Printed Name Date

Signer's Relationship to Patient:_____

****If signing as a legal representative, also provide appropriate paperwork to support status.***

For questions, please contact the applicable facility below or the medical practice where you receive care.

UMass Memorial Medical Center
C/O Health Information Management
55 Lake Avenue North
Worcester, MA 01655
Tel 508-334-5700 opt. 1
Fax 508-334-9721

UMass Memorial HealthAlliance-Clinton Hospital
C/O Health Information Management
60 Hospital Road
Leominster, MA 01453
Tel 978-466-2857
Fax 978-466-2822
Record Requests Only: Fax 978-466-2831

UMass Memorial - Marlborough Hospital
C/O Health Information Management
157 Union Street
Marlborough, MA 01752
Tel 508-486-5875
Fax 508-229-1216

UMass Memorial Medical Group
C/O Community Practices
367 Plantation Street
Worcester, MA 01605
Tel 508-334-1443
Fax 508-334-1448

****A copy of completed authorization must be given to patient.****