

**SPECIAL AUTHORIZATION TO RELEASE INFORMATION**

**Health Information Management**

Hours: 8 a.m. – 4:30 p.m. Monday–Friday

Phone: (386) 425–3324 or (386) 425–3424 • Fax: (386) 425–7514

Patient Name \_\_\_\_\_ Medical Record # \_\_\_\_\_

Address \_\_\_\_\_ Phone # \_\_\_\_\_

Date of Birth \_\_\_\_\_ Date Information Needed \_\_\_\_/\_\_\_\_/\_\_\_\_  Mail  Pick Up  Fax # \_\_\_\_\_

(PHYS/FACILITY)

Paper  CD  Email – Valid Email Address Required: \_\_\_\_\_

I hereby authorize Halifax Health to use and **disclose to:**  or **obtain from:**

NAME OF FACILITY OR PERSON \_\_\_\_\_ PHONE \_\_\_\_\_

STREET ADDRESS \_\_\_\_\_ CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

the following information contained in my medical record regarding my hospitalization, care and treatment:

- |   |   |  |  |
|---|---|--|--|
| <input type="checkbox"/> Emergency Record   | <input type="checkbox"/> Radiology Reports  | <input type="checkbox"/> Consultants Reports | <input type="checkbox"/> Psychosocial Assessment |
| <input type="checkbox"/> Discharge Summary  | <input type="checkbox"/> Radiology Films    | <input type="checkbox"/> Pathology Reports   | <input type="checkbox"/> Treatment Plan          |
| <input type="checkbox"/> Laboratory Results   | <input type="checkbox"/> History & Physical | <input type="checkbox"/> Operative Reports   | <input type="checkbox"/> Medication Record       |
| <input type="checkbox"/> Pertinent Information (reports and test results) <input type="checkbox"/> Other (please specify) _____ |   |  |  |

Date(s) of Service: \_\_\_\_\_

The purpose for release of information at the request of the individual is:

- Insurance  Legal action  Continuing care  Other (specify) \_\_\_\_\_

I understand that this authorization extends to all or any part of the records designated above, which may include psychiatric information, and/or alcohol/drug abuse, and/or AIDS (Acquired Immunodeficiency Syndrome), and/or may include the result of an HIV test or the fact that an HIV test was performed. I expressly consent to the release of information as designed above unless checked below. I understand this authorization extends to release of information via U.S. mail, telephone or facsimile machine (fax).

May NOT include information related to:  HIV/AIDS  Mental Health  Substance Abuse (Alcohol/Drugs)  Genetic Testing

I understand that I have the right to revoke this authorization at any time. I understand that if I revoke this authorization, I must do so in writing and present my written revocation to the **Health Information Management department at 303 N. Clyde Morris Blvd., Daytona Beach, FL 32114**. 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.

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. I understand that any disclosure of information carries with it the potential for an unauthorized redisclosure and federal confidentiality laws or regulations may not protect the information. If I have questions about disclosure of my health information, I can contact the Halifax Health Privacy Official by calling the number listed at the top of this page and asking to be referred to the office of the Privacy Official.

SIGNATURE OF PATIENT OR LEGAL REPRESENTATIVE \_\_\_\_\_ DATE \_\_\_\_\_

IF SIGNED BY LEGAL REPRESENTATIVE, DESCRIPTION OF AUTHORITY TO ACT ON BEHALF OF THE INDIVIDUAL \_\_\_\_\_

**FEES FOR REPRODUCTION ARE AVAILABLE UPON REQUEST**

This information is being disclosed to you from records whose confidentiality is protected by Fed. Law 42CFR, part 2, which prohibits you from making any further disclosure without the specific written consent of the person to whom it pertains. A general authorization for the release of medical or other information is NOT sufficient for this purpose.



ROI