

# Maine (HIPAA) Authorization to Release Medical Information

*We are committed to the privacy of your health information. Please read this form carefully.*

<input type="checkbox"/> Office of MaineCare Services	<input type="checkbox"/> Substance Abuse and Mental Health Services
<input type="checkbox"/> Office for Family Independence including Medical Review	<input type="checkbox"/> Office of Child and Family Services
<input type="checkbox"/> Maine Centers for Disease Control and Prevention	<input type="checkbox"/> Office of Aging and Disability Services
<input type="checkbox"/> Dorothea Dix Psychiatric Center	<input type="checkbox"/> Office of Administrative Hearings
<input type="checkbox"/> Riverview Psychiatric Center	<input type="checkbox"/> Other:

Individual's Name:	Individual's Date of Birth:
	Individual's Social Security Number:

Individual's Address:			
Street	Town/City	State	Zip Code

## Records to be released, including written, electronic and verbal communication:

☐ All Healthcare, including treatment, services, supplies and medicines

☐ Claims Information      ☐ Billing, payment, income, banking, tax, asset, and/or other information regarding eligibility for DHHS program benefits such as MaineCare

☐ Other: \_\_\_\_\_

☐ Limit to the following date(s) or type(s) of information:  
(e.g. "lab test dated June 2, 2016" or "hospital records from 1/1/16 - 1/15/16")

**I authorize the office(s) checked above to:** from:      ☐ Release my information to:      ☐ Obtain my information

Name: \_\_\_\_\_

Address: \_\_\_\_\_  
Street      Town/City      State  
Zip Code

Fax No., where applicable: \_\_\_\_\_ Phone No. to verify Receipt of Fax \_\_\_\_\_

## By initialing below, I agree to disclose the following types of information from my records:

\_\_\_\_\_ Mental health services

\_\_\_\_\_ Drug or alcohol use/abuse program services

\_\_\_\_\_ **HIV infection status or test results:** Maine law requires us to tell you that releasing this information may have implications. Positive implications may include giving you more complete care, and negative implications may include discrimination if the data is misused. DHHS will protect your HIV data, and all your records, as the law requires.

**Please release the information noted on Page 1 for the following purpose(s):**

- ☐ For a legal matter, including an administrative hearing    ☐ To see if I qualify for insurance coverage or benefits  
☐ For coordination of my care    ☐ A Personal Request    ☐ Other (note below):

I permit DHHS to release and/or obtain my records as noted on this form. I understand and agree to the following:

- This form will expire one year from the date I sign below, unless I revoke (take back) my permission sooner by completing, signing and sending in the Revocation Form found on the DHHS website at <http://www.maine.gov/dhhs/privacy/index.shtml>. I may call DHHS at 207-287-3707 and ask for the office where I receive services if I need help revoking this form.
- I understand that taking back my permission to release my information does not apply to the information that was already shared after I signed this form.
- If I take back my permission to release my information, or if I refuse to release some or all of my healthcare or insurance information, that may result in improper diagnosis or treatment, denial of insurance coverage or a claim for health benefits, or other adverse consequences.
- This form permits the people or offices listed on Page 1 to speak to each other for the purpose(s) on this form.
- If I am disclosing healthcare information, I agree that records of any other providers (such as doctors, hospitals, and counselors) in my file are included in this release.
- Unless I am applying for benefits, DHHS will not condition my treatment, payment for services, or benefits on whether I sign this form.
- I have the right to make a written request to review my records. If I wish to receive a copy of my healthcare or billing information, a fee may be charged as permitted by law.
- If I want to review my mental health program or provider records before they are released, I must check **THIS BOX**. ☐ I understand that the review will be supervised.
- DHHS offices will keep my information confidential as required by law. If I give my permission to share my records with people who are not required by law to keep them private, they may no longer be protected by federal confidentiality laws.
- If alcohol or drug treatment or program records are included in this release, federal law requires the person sharing those records to include a notice saying that such information may not be re-released or shared without my written permission, unless required or permitted by law.
- I am signing this form voluntarily, and I have the right to a signed copy of this form if I request one.

If requesting that electronic records be transmitted by email, please **clearly** print the email address below:

☐ I understand that DHHS systems may not be able to send my information securely through email. I understand that email and the internet have risks that DHHS cannot control and that the information possibly could be read by a third party. I accept those risks and still request that DHHS send my information by email. **INITIAL HERE** \_\_\_\_\_

Date: \_\_\_\_\_ Signature \_\_\_\_\_

Personal Representative's authority to sign: \_\_\_\_\_