

Patient Name: _____

Date of Birth: _____

Street Address: _____

Last 4 numbers of SSN: _____

City, State, Zip: _____

Telephone: () _____

Email address: _____

By providing your email address you acknowledge and accept the risks outlined in the Guidelines for E-mail with Patients, posted on carolinashealthcare.org.

Release Information From:

 (List applicable Facility(s) and/or Practice(s))

(Phone number) (Fax number)

Release Information To:

 (Name of facility, person, company)

 (Street Address or PO Box, City, State, Zip Code)

(Phone number) (Fax number)

PURPOSE OF RELEASE (check reason): Request of individual/personal Continued patient care Insurance
 Legal purpose including discussions & proceedings Other

Fill in dates of treatment for records to be released:

Treatment dates: From _____ **To** _____

Facility Summary: May include history & physical, discharge summary, operative notes, consults, diagnostic test results, medication list, allergies.
Office/Clinical Summary: May include most recent office visits, physical exam, consults, diagnostic test results.

Facility (check all that may apply):

Facility Summary
 Discharge Summary Emergency Record
 History and Physical Cardiac Reports/EKG
 Consultation reports Other _____
 Operative Reports _____
 Laboratory reports _____
 Radiology/X-Ray Reports _____
 Pathology reports _____

Entire record (Not including psychotherapy notes)
 Itemized Bill

Office/Clinic/Home Care (check all that may apply):

Office/Clinical Summary
 Office/Home Visits
 Physical Exam
 Laboratory Reports
 Radiology Reports
 Other _____

Entire Record (Not including psychotherapy notes)
 Itemized Bill

Behavioral Health/Sub. Use (check all that may apply):

Facility Summary
 Clinical/Discharge Summary
 Assessments
 Physician Orders
 Progress/Therapy Notes
 Medications
 Lab reports
 Other _____

Entire Record (Not including psychotherapy notes)
 Itemized Bill

FORMAT:

CD (charges may apply)
 Email Address noted above, where permitted
 Paper copy (charges may apply)
 Other _____

DELIVERY METHOD:

Reg.US Mail Pick-up Fax, where permitted
 Overnight/Express Mail Service, where permitted
 Secure email
 Other: _____

PATIENT'S RIGHTS – I understand that:

- I can cancel this permission at any time. I must cancel in writing and send or deliver cancellation to releasing facility or practice named above. Any cancellation will apply only to information not yet released by facility or practice.
- This is a full release including information related to behavioral/mental health, drug and alcohol abuse treatment (in compliance with 42 CFR Part 2), genetic information, HIV/AIDS, and other sexually transmitted diseases.
- Once my health information is released, the recipient may disclose or share my information with others and my information may no longer be protected by federal and state privacy protections.
- Refusing to sign this form will not prevent my ability to get treatment, payment, enrollment in health plan, or eligibility for benefits.
- CHS will not share or use my health information without my permission other than by ways listed in CHS's Notice of Privacy Practices or as required by law. The Notice of Privacy Practices is available at carolinashealthcare.org.
- A fee may be charged for providing the protected health information.

This permission expires one year after the date of my signature unless another date or event is written here: _____

Signature: _____ Print Name: _____ Date: _____

Note: If the patient lacks legal capacity or is unable to sign, an authorized personal representative may sign this form.
Note the relationship/authority if signature is not that of the patient (Written Proof May be Requested):

Healthcare Agent/POA Guardian Executor/Administrator/Attorney in Fact Spouse
 Parent Adult Child Affidavit Next of Kin Other: _____

Note: If minor consented for their outpatient treatment for pregnancy, sexually transmitted disease or behavioral/mental health without parental consent, the minor must sign this authorization. When the patient is a minor being treated for substance abuse, the minor must sign this authorization, regardless of who consented for treatment.

Signature of Minor: _____ Print Name: _____ Date: _____

Authorization given to patient / Date of release: _____ via Mail Fax Other _____ ID Verified DL/Other ID _____

Employee Name: _____ Date: _____



Patient Information or Sticker

Name:
DOB:
Medical Record #:

Account #: