

HCA Shared Services - Release of Information
7300 Beaufont Springs Drive, Richmond, VA 23225
Phone: 804-287-2103 Toll free: 877-302-7338

Instructions for Completing the “Authorization for Release of Protected Health Information” Form

The following instructions were designed to help answer any questions that may arise when completing the *Authorization for the Release of Protected Health Information form*.

SECTION A

Patient’s Name:	The name of the person who received the medical service(s).
Birth Date:	The patient’s date of birth.
Patient’s Phone:	Phone number where the patient may be reached (cell or home).
Social Security Number (SSN):	ONLY the last four digits of SSN. – <i>This field is optional.</i>
Provider’s Name:	Name of the facility or hospital where the patient service was performed.
Provider’s Address:	Complete mailing address of the facility or hospital – <i>This field is optional.</i>
Recipient’s Name:	Name of the person being authorized by the patient to receive the requested protected health information. (e.g., name of self, family member, or physician).
Recipient’s Phone:	A phone number where the recipient of the medical information can be reached.
Recipient’s Address:	Complete mailing address for the designated “Recipient.”
E-mail:	Complete ONLY if e-mail delivery is requested.
Request Delivery:	Specify how the recipient is to receive requested information. (e.g. paper copy, electronic media if available – USB drive/CD/DVD, encrypted e-mail, unencrypted e-mail). If unable to accommodate electronic delivery, an alternative method will be provided.
Expiration Date or Event:	Authorization will expire in 90 days unless otherwise noted.
Purpose of Disclosure:	Explain why the requested protected health information is being used or disclosed (e.g., self-knowledge, continuity of care, etc.)
Psychotherapy Notes:	Mark the “YES” box if the information being requested is Psychotherapy related. Mark the “NO” box if the information does not relate to Psychotherapy.

Description of Information to be Used or Disclosed

Description:	Mark the box that best describes the type of health information being requested for use or disclosure. Most of these items relate to specific medical provider records. **There is a fee (\$0.25 per page plus postage and handling) so please only request the documents that are necessary to avoid additional charges. (Records requested for continuity of care normally include: Physician reports, ED reports, Diagnostic/Laboratory tests, Operative reports, Discharge paperwork, etc.)
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SECTION A (continued)

- Date of Service:** Provide the date of service when the medical treatment was rendered. If the information being requested pertains to an inpatient hospital stay, provide the discharge date. If a copy of a billing statement is being requested, you can specify the statement date.
- Consent to Release:** Initial this box if you acknowledge and consent to the release of information that may contain alcohol/drug abuse, psychiatric, HIV testing, HIV results or AIDS information. Check box to the right "If not applicable."

SECTION B

This section needs to be completed only if the request is for marketing purposes (and) the patient received compensation in exchange for using or disclosing this information. Select YES or NO. If YES, provide a brief explanation.

SECTION C

- Signature of Patient/Guardian or Personal Representative:** The patient's signature is ALWAYS required, unless the patient is a minor or a legal representative has been appointed.
- Date Signed:** Provide the date that the authorization form was signed.
- Printed Name of Patient/Guardian or Personal Representative:** Print the name of the individual who signed the authorization form.
- Relationship of Personal Representative to Patient:** If someone other than the patient signs the authorization form, a description of the representative's authority to act on behalf of the patient must be provided. (e.g., Power of Attorney, Trustee, Conservator, Executor of Estate, or Legal Guardian.)

NOTE:

If records are being sent to a physician, please fax the completed form to 855-226-6070. There will be no charge for records faxed to a physician's office.

Other requests - Mail completed form to:

HCA Shared Services, Release of Information
Boulders VIII, 7300 Beaufont Springs Drive
Richmond, VA 23225

AUTHORIZATION FOR THE RELEASE OF PROTECTED HEALTH INFORMATION

Section A: This section must be completed for all Authorizations					
Patient Name:		Date of Birth:	Patient's Phone:		Last 4 digit SSN (optional)
Provider's Name: RESTON HOSPITAL CENTER Address: 1850 Town Center Parkway Reston, VA 20190		Recipient's Name:			
SEND COMPLETED FORM TO: ATTN: CIOX 7300 Beaufont Springs Drive Richmond, VA 23225 Phone: 877-302-7338 Fax: 855-226-6070		Address 1:			
		Address 2:		Recipient's Phone:	
		City:	State:	Zip:	
Request Delivery (If left blank, a paper copy will be provided): <input type="checkbox"/> Paper Copy <input type="checkbox"/> Electronic Media, if available (e.g., USB drive, CD/DVD, eDelivery) <input type="checkbox"/> Encrypted Email <input type="checkbox"/> Unencrypted Email NOTE: In the event the facility is unable to accommodate an electronic delivery as requested, an alternative delivery method will be provided (e.g., paper copy). There is some level of risk that a third party could see your PHI without your consent when receiving unencrypted electronic media or email. We are not responsible for unauthorized access to the PHI contained in this format or any risks (e.g., virus) potentially introduced to your computer/device when receiving PHI in electronic format or email.					
Email Address (If email checked above. Please print legibly):					
This authorization will expire on the following: (Fill in the Date or the Event but not both.)					
Date: _____ Event: _____					
Purpose of disclosure:					
Description of information to be used or disclosed					
Is this request for psychotherapy notes? <input type="checkbox"/> Yes, then this is the only item you may request on this authorization. You must submit another authorization for other items below. <input type="checkbox"/> No, then you may check as many items below as you need.					
Description:	Date(s):	Description:	Date(s):	Description:	Date(s):
<input type="checkbox"/> All PHI in medical record <input type="checkbox"/> Admission form <input type="checkbox"/> Dictation reports <input type="checkbox"/> Physician orders <input type="checkbox"/> Intake/outtake <input type="checkbox"/> Clinical test <input type="checkbox"/> Medication sheets		<input type="checkbox"/> Operative information <input type="checkbox"/> Cath lab <input type="checkbox"/> Special test/therapy <input type="checkbox"/> Rhythm strips <input type="checkbox"/> Nursing information <input type="checkbox"/> Transfer forms <input type="checkbox"/> ER information		<input type="checkbox"/> Labor/delivery summary <input type="checkbox"/> OB nursing assess <input type="checkbox"/> Postpartum flow sheet <input type="checkbox"/> Itemized bill: <input type="checkbox"/> UB-04: <input type="checkbox"/> Other: <input type="checkbox"/> Other:	
I acknowledge, and hereby consent to such, that the released information may contain alcohol, drug abuse, genetic information, psychiatric, HIV testing, HIV results or AIDS information. _____ (Initial)					
I understand that:					
<ol style="list-style-type: none"> 1. I may refuse to sign this authorization and that it is strictly voluntary. 2. My treatment, payment, enrollment or eligibility for benefits may not be conditioned on signing this authorization. 3. I may revoke this authorization at any time in writing, but if I do, it will not have any affect on any actions taken prior to receiving the revocation. Further details may be found in the Notice of Privacy Practices. 4. If the requester or receiver is not a health plan or health care provider, the released information may no longer be protected by federal privacy regulations and may be redisclosed. 5. I understand that I may see and obtain a copy the information described on this form, for a reasonable copy fee, if I ask for it. 6. I get a copy of this form after I sign it. 					
Section B: Is the request of PHI for the purpose of marketing and/or does it involve the sale of PHI? <input type="checkbox"/> Yes <input type="checkbox"/> No					
If yes, the health plan or health care provider must complete Section B, otherwise skip to Section C.					
Will the recipient receive financial remuneration in exchange for using or disclosing this information?				<input type="checkbox"/> Yes <input type="checkbox"/> No	
If yes, describe:					
May the recipient of the PHI further exchange the information for financial remuneration?			<input type="checkbox"/> Yes <input type="checkbox"/> No		
Section C: Signatures					
I have read the above and authorize the disclosure of the protected health information as stated.					
Signature of Patient/Patient's Representative:				Date:	
Print Name of Patient's Representative:				Relationship to Patient:	

