

## Authorization for Use or Disclosure of Protected Health Information

**Client Information**

Client Last Name \_\_\_\_\_ First Name \_\_\_\_\_ MI \_\_\_\_\_

DOB: \_\_\_\_/\_\_\_\_/\_\_\_\_

Client Address  
\_\_\_\_\_  
\_\_\_\_\_

Client Home Phone: \_\_\_\_\_ Cell/Work Phone: \_\_\_\_\_

Client Email Address: \_\_\_\_\_

**Recipient Information**

I, \_\_\_\_\_, do hereby authorize \_\_\_\_\_ to release a copy of my mental health information to the person or facility below.

Name of person/facility to receive medical information: \_\_\_\_\_

Phone: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Date of Authorization: \_\_\_\_/\_\_\_\_/\_\_\_\_

Authorization to expire on \_\_\_\_/\_\_\_\_/\_\_\_\_ or upon the happening of the following event: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Information to be Released** (Note: Requests for release of psychotherapy notes cannot be combined with any other type of request.)

Yes    No   I authorize the release of my entire record, including those regarding drug, alcohol, or mental health treatment to the person(s) listed above.

Only those portions pertaining to: \_\_\_\_\_  
(Specific provider name and/or dates of treatment)

Authorization for Psychotherapy Notes ONLY (Important: If this authorization is for Psychotherapy Notes, you must not use it as an authorization for any other type of protected health information.)

Other: \_\_\_\_\_  
\_\_\_\_\_

**Purpose of Information Release:**

- |   |   |   |
|---|---|---|
| <input type="checkbox"/> Further mental health care       | <input type="checkbox"/> Payment of insurance claim   | <input type="checkbox"/> Legal investigation      |
| <input type="checkbox"/> Applying for insurance           | <input type="checkbox"/> Vocational rehab, evaluation | <input type="checkbox"/> Disability determination |
| <input type="checkbox"/> At the request of the individual | <input type="checkbox"/> Other (specify):             |   |

**Authorization and Signature**

I authorize the release of my confidential protected health information, as described in my directions above. I understand that this authorization is voluntary, that the information to be disclosed is protected by law, and the use/disclosure is to be made to conform to my directions. The information that is used and/or disclosed pursuant to this authorization may be re-disclosed by the recipient unless the recipient is covered by state laws that limit the use and/or disclosure of my confidential protected health information.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

If signed by a personal representative:

(a) Print your name: \_\_\_\_\_

(b) Indicate your relationship to the client and/or reason and legal authority for signing:

Patient is:       minor                       incompetent     disabled             deceased

Legal authority:  parent                       legal guardian    representative of deceased