



- MedStar Franklin Square Medical Center
- MedStar Georgetown University Hospital
- MedStar Good Samaritan Hospital
- MedStar Harbor Hospital
- MedStar Montgomery Medical Center
- MedStar National Rehabilitation Network
- MedStar Southern Maryland Hospital Center
- MedStar St. Mary's Hospital
- MedStar Union Memorial Hospital
- MedStar Washington Hospital Center
- MedStar Family Choice
- MedStar Ambulatory Services
- MedStar Visiting Nurse Association
- MedStar Institute for Innovation
- MedStar Health Research Institute

## GENERAL MEDICAL RECORDS RELEASE AND AUTHORIZATION FOR USE OR DISCLOSURE OF PROTECTED HEALTH INFORMATION

Please complete the following information:

Patient Name: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 Phone: \_\_\_\_\_  
 SSN: \_\_\_\_\_ Date of Birth: \_\_\_\_/\_\_\_\_/\_\_\_\_

I authorize the custodian of records of: \_\_\_\_\_  
 or other person/entity (specifically describe) \_\_\_\_\_  
 to disclose/release the following information: (check all applicable)(Fees may be charged for processing this request.):

- |   |  |
|---|--|
| <input type="checkbox"/> All records<br><input type="checkbox"/> Inpatient Medical Records<br><input type="checkbox"/> Outpatient Medical Records<br><input type="checkbox"/> X-Ray/Radiology Records<br><input type="checkbox"/> Laboratory/Pathology records<br><input type="checkbox"/> Billing Records<br><input type="checkbox"/> Abstract/Summary | <input type="checkbox"/> Pharmacy/Prescription records<br><input type="checkbox"/> Psychotherapy/Psychiatric Care Records [ <b>Note:</b> If this authorization is for psychotherapy notes, it may not be combined with any other authorization (other than another authorization for psychotherapy notes.)]<br><input checked="" type="checkbox"/> Other (describe specifically) <u>PLEASE SEE ATTACHED SUBPOENA OR LETTER REQUEST</u> |
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**\*Note:** If these records contain any information from previous providers or information about HIV/AIDS status, cancer diagnosis, drug/alcohol abuse, or sexually transmitted disease, you are hereby authorizing disclosure of this information.

These records are for services provided on the following date(s): \_\_\_\_\_

Please send the records listed above to (use additional sheets if necessary):

Name: <u>Records Deposition Service</u>	Name: _____
Address: <u>PO Box 5054</u>	Address: _____
<u>Southfield, MI 48086-5054</u>	_____
Phone: <u>248.357.3330</u>	Phone: _____
Fax: <u>248.357.3337</u>	Fax: _____

Please send the records that I marked above through an electronic delivery option  
 Email Address: requests@recdep.com

The information may be used/disclosed for each of the following purposes:

<input type="checkbox"/> At my request (only the patient can check this box) <input type="checkbox"/> For my health care <input type="checkbox"/> For payment/insurance	<input type="checkbox"/> For legal purposes <input checked="" type="checkbox"/> Other <u>for discovery before trial</u>
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This authorization shall expire no later than: \_\_\_\_/\_\_\_\_/\_\_\_\_ or upon the following event \_\_\_\_\_ (whichever is sooner), and may not be valid for greater than one year from the date of signature for medical records.

I understand that after the custodian of records discloses my health information, it may no longer be protected by federal privacy laws. I further understand that this authorization is voluntary and that I may refuse to sign this authorization. My refusal to sign will not affect my ability to obtain treatment; receive payment; or eligibility for benefits unless allowed by law. By signing below I represent and warrant that I have authority to sign this document and authorize the use or disclosure of protected health information and that there are no claims or orders pending or in effect that would prohibit, limit, or otherwise restrict my ability to authorize the use or disclosure of this protected health information.

_____ Signature of patient (or patient's personal representative)	_____ Date
_____ Printed name of patient representative and Relationship	_____ Representative's authority to sign for patient, (i.e. parent, guardian, power of attorney for healthcare, executor)

You have the right to revoke this authorization, except to the extent the custodian of records has already executed it, by sending your written request to the custodian of records.

**A copy of this signed authorization must be given to the individual**

