

FOR SYSTEM STAFF ONLY

COPY SENT ON: _____
Date Initials

TO BE COMPLETED BY SYSTEM STAFF

Medical Record # _____
CSN# _____

Edward-Elmhurst Health
AUTHORIZATION TO USE AND DISCLOSE HEALTH INFORMATION

Consent Rescinded:

Date/Time:

Witness:

1. Patient information		
Patient's Legal Name:	Date of Birth:	Telephone Number:
Street Address:	City, State, Zip Code:	
Approximate dates of treatment* (*Must be completed)		

2. I authorize the use and disclosure of the individually identifiable health information ("PHI") about me that is indicated in the checklist below. I understand that such uses and disclosures may only be made by, and only to, the persons or organizations identified below.

Specific information to be used or disclosed (check applicable box(es)):

<input type="checkbox"/> Emergency Record	<input type="checkbox"/> Chemical Dependency Assessments	<input type="checkbox"/> Physician Office Medical Record
<input type="checkbox"/> Immediate Care/Walk-in Clinic	<input type="checkbox"/> BH Level of Care Assessments	<input type="checkbox"/> Corporate Health/Workers Comp
<input type="checkbox"/> Discharge Summary	<input type="checkbox"/> Psychiatric Evaluation	<input type="checkbox"/> Abstract Copy (Tests, Results, and Typed Reports)
<input type="checkbox"/> History and Physical	<input type="checkbox"/> Psychological Testing	<input type="checkbox"/> Medication List
<input type="checkbox"/> Consultations	<input type="checkbox"/> Psychosocial Assessment	<input type="checkbox"/> Billing Statement
<input type="checkbox"/> Immunizations	<input type="checkbox"/> Cardiac Catheterization Report	<input type="checkbox"/> Complete Copy
<input type="checkbox"/> Report of Operation	<input type="checkbox"/> EKG/EEG/Echo Reports	<input type="checkbox"/> Other: _____
<input type="checkbox"/> Pathology Report	<input type="checkbox"/> Radiology CDs or Films	
<input type="checkbox"/> Lab Reports	<input type="checkbox"/> Physical Therapy, Occupational Therapy or Speech Therapy	
<input type="checkbox"/> Radiology Reports		

3. **Authorized to Release (FROM):** I authorize the release of my PHI from the entity identified below. (Check appropriate System entity. If facility is not part of the System please write in the facility name and address on the blank lines.)

<input type="checkbox"/> Edward Hospital	<input type="checkbox"/> Elmhurst Clinic
<input type="checkbox"/> Elmhurst Memorial Hospital	<input type="checkbox"/> Elmhurst Medical Associates
<input type="checkbox"/> Linden Oaks Hospital	<input type="checkbox"/> Facility: _____
<input type="checkbox"/> Edward Medical Group	Address: _____
<input type="checkbox"/> Linden Oaks Medical Group	
<input type="checkbox"/> Elmhurst Medical Group	
<input type="checkbox"/> Elmhurst Memorial Primary Care Associates: Addison Elmhurst River Forest Westchester	

4. **Authorized to Receive (TO):** I authorize the Person/Facility/Agency identified below to receive my PHI.

Name and Relationship	RECORDS DEPOSITION SERVICE, INC.	Telephone Number:	248-357-3330
Street Address:	PO BOX 5054, SOUTHFIELD, MI, 48086-5054	Fax Number:	248-357-3337
City, State, Zip Code:			

5. **Purpose(s) of the use or disclosure:**

Continuation of Care Personal Insurance Legal Disability

6. **Purpose(s) of the use or disclosure:**

<input type="checkbox"/> Copy of Record – Mailed to address	<input type="checkbox"/> Released electronically (select below):
<input type="checkbox"/> Copy of Record to be picked up	<input type="checkbox"/> CD
<input type="checkbox"/> Verbal (LOH Clinical Staff Only)	<input type="checkbox"/> Flash drive
<input type="checkbox"/> Fax	<input type="checkbox"/> Other: _____
<input checked="" type="checkbox"/> Other: <u>PLEASE SEE ATTACHED SUBPOENA OR LETTER REQUEST</u>	

7. I understand the following:

- My decision to sign this form and authorize this use and disclosure of health information about me, as described above, is entirely voluntary and I may refuse to sign this form. If this authorization relates to the use or disclosure of mental health information, these are the consequences of my refusal to consent: _____
- My health care, treatment, payment, or enrollment in a health plan or eligibility for health care benefits may not be conditioned upon my signing this authorization.
- Unless specifically restricted or limited, the information used or disclosed may include information related to behavioral and mental health services,* sexually transmitted disease, genetic testing, evaluation and treatment for alcohol or drug abuse,* and results of HTLV-III, HIV or AIDS testing. If the person or organization to whom this information is disclosed is not a health plan or health care provider, or if the information does not relate to a federally funded substance abuse program, the information may no longer be protected by federal privacy law and regulations after disclosure. In that case, the person or organization receiving it may re-disclose the information.
- I may revoke this authorization at any time by giving a written revocation to the System Facility to which I presented this authorization. However, my request for revocation will not be effective for uses or disclosures that have already been made, or other actions that have already been taken, in reliance on this authorization or as required by law.
- This authorization expires on (specify date or event) _____. For mental health records, if no date is specified, this authorization is effective only on the date signed. For all other records, if no expiration date is specified this authorization shall be **effective for 1 year** after the date of my signing below, unless revoked by me sooner, or limited or restricted to a shorter time period by applicable law.
- I am entitled to inspect and copy any information that is used or disclosed based upon this authorization. I am also entitled to a copy of this authorization after signing below; if signing in person at the Facility, I may ask for a copy of this authorization, if one is not provided, before I leave.
- _____ If authorization is for marketing purposes and the Facility will receive compensation from a third party for use and disclosure of my information, this line will be checked.

I ACCEPT THESE TERMS AND AUTHORIZE THE ABOVE USE AND DISCLOSURE:

Signature of Patient or Legally Authorized Representative* (Printed Name) _____ Date

If not Patient, Describe Relationship of Legally Authorized Representative to Patient (This section must be completed.) _____ Printed Name

Signature of Witness (Printed Name) _____ Date

Signature of 2nd Witness (Printed Name) (ONLY if releasing information to the patient, a guardian, or other legal representative pursuant to a verbal consent.)** _____ Date

Signature of Minor Patient*** (Printed Name) _____ Date

*****Minor Patients:** If the patient is 12-17 years of age and the patient's parent/legal Guardian is authorizing the use and disclosure of the patient's mental health records, the signature of the minor patient is also required.

Notice to Individuals Receiving Alcohol, Drug Abuse and/or Mental Health Information: The confidentiality of alcohol and drug abuse patient records and/or mental health records disclosed to you pursuant to this authorization is protected by Federal law and regulations and by the Illinois Mental Health and Developmental Disabilities Confidentiality Act. Generally, you may not further disclose the identity of the patient, or any information identifying the patient as an alcohol or drug abuser, or recipient of mental health services, unless: (a) the patient consents in writing; (b) the disclosure is allowed by a court order; or (c) the disclosure is made to medical personnel in an emergency care situation or to qualified personnel for research, audit, or program evaluation purposes. Violation of Federal laws or regulations is a crime.

****Signature of 2nd Witness:** Written consent should be obtained from each patient before releasing information. If unable to obtain written consent due to incapacitation and/or restraint, verbal consent may be obtained if the information will be provided to the patient, a guardian, or other legal representative. The signature of a second witness is required.