



AUTHORIZATION TO RELEASE INFORMATION FORM

Radiology Films please send:

For all other record requests please send:

**ATTN: RADIOLOGY DEPARTMENT
(828) 696-1040, Fax (828) 696-1076**

**ATTN: RELEASE OF MEDICAL INFORMATION
(828) 696-1096, Fax (828) 696-1097**

**800 North Justice Street
Hendersonville, NC 28791**

I authorize:

	UNC Health	OR	
			Other facility:

To use or disclose to:

Name of Person or Facility:			
Address	City	State	Zip
Phone:	Fax:	Email:	

The protected health information of:

Patient Name:	Date of Birth:	SS# (last 4):	
Address	City	State	Zip
Phone:	UNC Medical Record #		

Dates of Service: _____

Put a CHECKMARK next to the specific documents that apply to your request:

<input type="checkbox"/>	Clinic notes (outpatient)	<input type="checkbox"/>	Operative / Procedure notes	<input type="checkbox"/>	Progress Notes (inpatient)
<input type="checkbox"/>	Emergency Dept. notes	<input type="checkbox"/>	Providers Orders	<input type="checkbox"/>	Radiology reports
<input type="checkbox"/>	Urgent Care Center notes	<input type="checkbox"/>	Nursing notes	<input type="checkbox"/>	Patient Billing records
<input type="checkbox"/>	History and Physical	<input type="checkbox"/>	Consultations	<input type="checkbox"/>	*Film/CD (Imaging support)
<input type="checkbox"/>	Discharge Summary	<input type="checkbox"/>	Laboratory reports	<input type="checkbox"/>	All Medical Records
Other (describe) _____					

I understand that the information released may include sensitive information related to behavior and/or mental health, drugs and alcohol (including records of a program that provides alcohol or drug abuse diagnosis, treatment, or referral, as defined by federal law at 42 C.F.R. Part 2), HIV/AIDS and other communicable diseases, and genetic testing. This authorization does not include permission to release psychotherapy notes (defined as records from private, joint, group, or family counseling sessions that are separated from the rest of the patient's medical record). Release of psychotherapy notes requires a separate authorization.

***I understand that the CD/disc is not encrypted or password protected; and that it is my responsibility to take extra precautions to protect the data on the disc, and not lose or misplace the disc. By choosing to receive My Health Information on a CD/disc, I am acknowledging and accepting these risks.**

Put a CHECKMARK next to the purpose of the request:

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Attorney/ Legal	Continued Patient Care	Insurance
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Personal Use	Social Services/ Disability	Other:

Put a CHECKMARK next to how you would like to receive your request:

<input type="checkbox"/>	Mail to address listed above
<input type="checkbox"/>	Receive electronically at email above via Datavant
<input type="checkbox"/>	Fax to # listed above (Health care providers only; no personal faxes)

<input type="checkbox"/>	Release to MyUNCChart (Will require entering 4-digit birth year)*
<input type="checkbox"/>	Pick up in Release Dept (HIM)
<input type="checkbox"/>	Other: Specify

<input type="checkbox"/>	EHI Export: Machine-readable format extract of your electronic health information (EHI). Files will be stripped of structured formatting created by our medical record system & will be packed into a Zip file for transfer.**
--------------------------	--

*Access via MyUNC Chart will only be available for 30 days; although you may print and/or save a copy for your personal use.
** An EHI export breaks your record into folders that might include media, rich text, XML, and other format files which will allow it to be imported into another electronic record system.

I UNDERSTAND THAT:

- I may revoke this Authorization at any time:
 - The revocation will not apply to information that has already been released in response to this Authorization.
 - I must revoke this Authorization in writing. The procedure for revoking this Authorization is to present my written revocation to the Health Information Management Department.
- I may refuse to sign this Authorization:
 - My treatment, payment, enrollment in a health plan, or eligibility for benefits can not be conditioned upon my authorization of this disclosure.
 - A fee may be charged for providing the protected health information. Please contact Copy Service to obtain fee and rate information at **828-696-1096**.

I have been informed and understand that information disclosed pursuant to this Authorization may be subject to re-disclosure by a recipient of such information. It is possible that once disclosed, the privacy of the information may no longer be protected under federal medical privacy law.

Unless otherwise revoked, this authorization will expire on the following date, event, or condition: _____ . If I fail to specify an expiration date or event or condition, this authorization will expire automatically in ninety (90) days from the date of signature.

I have read and understand the information in this Authorization form.

Signature of Patient:		
Printed Name:	Date:	Time:

Or

Signature of Authorized Representative:		
Printed Name:	Date:	Time:
Please explain Representative's authority to act on the behalf of the Patient:		

OFFICE USE ONLY	
PROCESSED DATE: _____ <input type="checkbox"/> ID Checked PROCESSED BY: _____ TOTAL PAGES: _____ ADDITIONAL NOTES: _____	STAMPS / ADDITIONAL NOTES: