

**AUTHORIZATION TO USE
OR DISCLOSE HEALTH INFORMATION**

Identify below, the individual whose protected health information will be disclosed:

Name: _____ Birth Date: ____/____/____
MM DD YR

Address: _____ Home Telephone No.: : _____
_____ Work Telephone No.: _____
_____ E-mail Address: _____

Last 4 digits of the Covered Employee's Social Security Number: _____

PURPOSE OF AUTHORIZATION

This Authorization is required for your Health Plan to release your health information to someone other than yourself or for purposes outside the Health Plan's normal operations (treatment, payment of claims or healthcare operations). The recipients of this Authorization will rely on it to disclose your health information. Please review it carefully.

NATURE OF DISCLOSURE BEING AUTHORIZED

The information requested in Questions 1 through 7 must be provided for this Authorization to be effective.

- 1. Describe Information To Be Disclosed:** Identify here what you authorize to be used or disclosed. The information should be specific such as "Information related to my knee surgery":

List information here: _____

- 2. Describe the Purpose of the Disclosure:** List why the information is being disclosed. If you are initiating the request, you can simply list "At the request of the individual."

List purpose: _____

- 3. Identify Who Is Authorized to Disclose the Information:** Identify here who is authorized to make the disclosure. Be specific such as the "Trust Office."

- Trust Office Claims Payment
- Network Manager/PPO
- Pharmacy Benefit Manager
- Utilization Review Organization
- All of the Above
- Other: _____

4. **Identify Who Will Receive the Information:** List here who is authorized to receive information such as “Mary Jones, my spouse” or “John Doe, my union representative.”

5. **Identify How To Provide Information:** Where and how should the information be disclosed? List address, e-mail, facsimile, etc. Please remember that the information being sent is your private health information.

6. **Expiration Date of Authorization:** Indicate when your authorization will end. This can be a date (“December 31, 2004”) or the happening of an event (“when decision is reached on my appeal”). Unless otherwise indicated this authorization will be good for one year.

Choose and complete one:

a. On _____/_____/_____
MM DD YR

b. Upon the occurrence of the following event: _____

7. **Signature and Date:** This document must be signed and dated.

Signature and Date: _____

STATEMENT OF RIGHTS REGARDING THIS AUTHORIZATION

General Rights. I understand I am not required to sign this form and that a Covered Entity receiving it cannot condition treatment, payment or eligibility on my decision to sign this form. I understand, however, that a health plan can condition enrollment in the Plan or eligibility for benefits on receiving an authorization if the purpose is to allow the health plan to obtain information it needs to make an eligibility, enrollment or underwriting decision and psychotherapy notes are not requested.

Right to Revoke. I understand that I have the right to revoke this authorization in writing except as to uses and/or disclosures already made in reliance on it. Authorization revocation forms can be obtained by contacting the Contact Office listed in my Health Plan’s Privacy Notice.

Effect of Disclosure. I understand that if the persons to whom my health information is disclosed are not subject to the HIPAA Privacy Rule (i.e. are not a health plan, health care provider or health care clearinghouse), the disclosed health information may no longer be protected by the HIPAA Privacy Rule and may be redisclosed without my authorization.

Retention and Right to Copy. I understand that a Covered Entity which receives this Authorization must retain a copy and that I am required to receive a signed copy as well.

Provisions Related to Psychotherapy Notes. I understand that an Authorization is required for any use or disclosure of psychotherapy notes except in the limited situations dealing with treatment, training or defense of legal actions as defined in 45 CFR 164.508(a)(2).

PERSONAL REPRESENTATIVE

This section only needs to be answered if this authorization is being completed by someone other than the individual who is the subject of the health information.

The Health Plan, for purposes of the Privacy Rule will treat a properly designated personal representative as the individual without the need for an authorization. This will apply when the individual is deceased, a personal representative has been designated in accordance with applicable law, or the individual is an unemancipated minor and state law does not prohibit disclosure to a parent or other guardian. The Health Plan reserves the right to decline to recognize an individual as a personal representative if there is a reasonable belief that the individual whose information would be disclosed has been or could be subject to abuse, neglect or endangerment by disclosure. Disclosure also will not be made if inconsistent with applicable law.

Except as limited by state law of the Privacy Rules, no authorization is needed to disclose information to a natural parent or legal guardian of an unemancipated minor.

- a. Name of Personal Representative: _____

- b. Basis for Being Personal Representative (e.g. parent, executed health care power of attorney, etc.) Attach a copy of any document creating your authority to act for the named individual.

Address: _____ Telephone No.: _____
_____ E-mail Address: _____

Signature: _____ Date: _____

**Revocation of Authorization
to Use or Disclose Health Information**

i) Name of Trust:

ii) Identify the individual on whose behalf the authorization was requested:

Individual's Name: _____ Date of birth:

iii) Last 4 digits of Covered Employee's Social Security Number

I hereby revoke the Authorization to Use or Disclose Health Information of the individual identified above, as specified in the authorization form dated:

_____.

I understand that I cannot revoke any action that was taken prior to the Trust's receipt of this revocation and that was made in reliance on the authorization. I further understand that health information may be used and disclosed as allowed or required by law.

Signature of individual or legally authorized person

Date

Print name if signed on behalf of Individual

Relationship
(parent, legal guardian,
personal representative)