St. Claire

Authorization to Disclose Health Information

Please fax completed form to UKSC Health Information Management at 606-783-6369 or to _____.

Patient Name: _____ Medical Record #: _____

Date of Birth: _____Phone Number _____Social Security #:_____

1. I hereby authorize ☐ UK St. Claire **OR** ☐ _____

   to disclose the health information, as described below, of the above-named patient to:

   Name _____
   Address _____
   City, State, ZIP _____

2. REASON FOR REQUEST

_____	Personal interest	_____	Legal claim processing
_____	Continuity of care	_____	Social Security or Disability claim
_____	Insurance claim processing	_____	Other (Specify) _____

3. THE TYPE AND AMOUNT OF INFORMATION TO BE USED OR DISCLOSED IS AS FOLLOWS: (include dates where appropriate)

_____	Entire Medical Record	_____	Face Sheet
_____	Emergency Room Record	_____	Pathology Report
_____	Discharge Summary	_____	Operative Report
_____	History and Physical	_____	Other (Specify) _____
_____	Radiology Report (Specify/Test/Date)	_____	Laboratory Reports (Specify/Test/Date)
	_____		_____

   Related to services provided during the following period of time: _____

Information to be excluded from this authorization: _____

I understand that the information in my health record may include information relating to sexually transmitted disease, acquired immunodeficiency syndrome (AIDS), or human immunodeficiency virus (HIV), or records from other healthcare providers. It may also include information about behavioral or mental health services, and treatment for alcohol and drug abuse. **Initials:**_____

4. **THE PATIENT OR THE PATIENT'S REPRESENTATIVE MUST READ THE FOLLOWING STATEMENTS:**

   A. I understand that this authorization will expire: ☐ 60 days from date of signature; or

   ☐ upon the happening of the following events: _____

   B. I understand that I may revoke this authorization at any time. I also understand the Notice of Privacy Practices explains how I may revoke my authorization.
   C. I understand that authorizing the disclosure of this health information is voluntary, that I may refuse to sign this authorization and that I do not need to sign this form in order to ensure treatment.
   D. I understand that pursuant to KRS 304.17a-555-Patient's Rights of Privacy Regarding Mental Health or Chemical Dependency, my health information used under this authorization may not be shared again by the recipient of the information beyond the purpose of this authorization, without written consent to the redisclosure.
   E. I understand that any disclosure of information carries with it the potential for an unauthorized redisclosure by the recipient and may no longer be protected by federal confidentiality rules.

5. **I understand there may be a charge for this request and that I will be notified of the cost before any charges are incurred.**

6. RECORDS ARE ROUTINELY MAILED. PERSONAL ID IS REQUIRED WHEN RECORDS ARE PICKED UP. (1 photo ID or 2 other forms of ID).

_____	Social Security Card	_____	School/Work ID
_____	Drivers License	_____	Other (Specify) _____

7. _____ _____
   Signature of Patient or Legal Representative Date

   _____ _____
   If Signed by Legal Representative, Relationship to Patient Signature of Witness

   If patient is unable to sign, secure consent of Legal Representative and indicate reason below:
   ___ Minor ___ Incompetent ___ Deceased
   Proof of designation must be filed in the chart or sent with this request.

The authorization must be signed by the patient if 18 years of age or over, or by a minor (under 18) if emancipated or otherwise eligible pursuant to KRS 214.185, or by the parent or legal guardian for any other minor or by patient's representative (i.e., power-of-attorney); or if the patient is deceased, by the executor or administrator. An order or letter of approval from the court is needed as proof for executor or administrator and a written document is needed as proof of power-of-attorney.

TO PATIENTS OR LEGAL DESIGNEES:

FACTS ABOUT OBTAINING YOUR MEDICAL RECORDS:
You have the right to obtain a copy of your medical records. The law requires a signed authorization that contains certain criteria included on this form. This form must be fully completed before any medical information can be released. Incomplete forms may be returned for completion.

WHEN AND HOW WILL I GET MY MEDICAL RECORDS:
Requests will be completed within 30 days of receipt. You will be notified via mail if the records cannot be processed in 30 days. Records will be delivered as indicated on the request. If you are picking up your records, please note that they will only be held for 30 days once notice has been made that they are ready for pick-up. If they are not picked up within 30 days of the date of the notice, the copies will be destroyed, and a new request will have to be completed. Please include your phone number so that we may call you when the records are ready for pickup.