

**RECORD RELEASE or REQUEST/ AUTHORIZATION TO USE AND DISCLOSE HEALTH INFORMATION**

**Patient's Name:** \_\_\_\_\_  
Last First Middle

**Home Address:** \_\_\_\_\_  
\_\_\_\_\_

**Home Telephone:** \_\_\_\_\_ **Date of Birth:** \_\_\_\_\_

**SPECIFY INFORMATION TO BE RELEASED OR REQUESTED (CIRCLE WHICH):** The information that may be released or requested (circle which) under this Authorization includes

- |   |   |   |   |
|---|---|---|---|
| <input type="checkbox"/> Discharge Summary  | <input type="checkbox"/> Progress/Physician Notes | <input type="checkbox"/> X-Ray Report       | <input type="checkbox"/> Pathology Report |
| <input type="checkbox"/> History & Physical | <input type="checkbox"/> Nurses Notes             | <input type="checkbox"/> EKG/EMG/EEG Report | <input type="checkbox"/> Consult Report   |
| <input type="checkbox"/> Emergency Report   | <input type="checkbox"/> Laboratory Report        | <input type="checkbox"/> Operative Report   | <input type="checkbox"/> Entire Record    |
| <input type="checkbox"/> Other _____        |   |   |   |

Records for the period (dates) from \_\_\_\_\_ to \_\_\_\_\_

**MY HIGHLY CONFIDENTIAL INFORMATION:**

By checking any of the boxes next to a category of highly confidential information listed below, I specifically authorize the use and/or disclosure of the category of highly confidential information indicated next to the box, if any such information will be used or disclosed pursuant to this Authorization:

- Information about mental health or mental retardation services
- Psychotherapy Notes created by a mental health professional
- Information about HIV/AIDS-related testing (including the fact that an HIV test was ordered, performed or reported, regardless of whether the results of such tests were positive or negative)
- Information about sexually transmitted diseases
- Information about alcohol or drug abuse treatment program services
- Information about sexual assault
- Information about child abuse and neglect

**RELEASE Information To:**

**REQUEST Information From:**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Telephone: (\_\_\_\_) \_\_\_\_\_ Fax: (\_\_\_\_) \_\_\_\_\_

**TERM:** This Authorization will remain in effect:

- From the date of this Authorization until the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.
- Until [Piedmont Family Practice at Baxter Village](#) fulfills this request.
- Until the following event occurs: \_\_\_\_\_
- Other: \_\_\_\_\_

**PURPOSE:** I authorize [Piedmont Family Practice at Baxter Village](#) to use or disclose my health information (including the highly confidential information I selected above, if any) during the term of this Authorization for the following specific purpose(s): [Note: "at the request of the Patient" is sufficient if the Patient is initiating this Authorization] \_\_\_\_\_

**RECORD RELEASE / AUTHORIZATION TO USE AND DISCLOSE HEALTH INFORMATION**

I understand that once [Piedmont Family Practice at Baxter Village](#) discloses my health information to the recipient, [Piedmont Family Practice at Baxter Village](#) cannot guarantee that the recipient will not redisclose my health information to a third party. The third party may not be required to abide by this Authorization or applicable federal and state law governing the use and disclosure of my health information.

I understand that [Piedmont Family Practice at Baxter Village](#) may, directly or indirectly, receive remuneration from a third party in connection with the use or disclosure of my health information.

I understand that I may refuse to sign or may revoke (at any time) this Authorization for any reason and that such refusal or revocation will not affect the commencement, continuation or quality of my treatment at [Piedmont Family Practice at Baxter Village](#); except, however, if my treatment at [Piedmont Family Practice at Baxter Village](#) is for the sole purpose of creating health information for disclosure to the recipient identified in this Authorization, in which case [Piedmont Family Practice at Baxter Village](#) may refuse to treat me if I do not sign this Authorization.

I understand that this Authorization will remain in effect until the term of this Authorization expires or I provide a written notice of revocation to [Piedmont Family Practice at Baxter Village](#) Privacy Office at the address listed below. The revocation will be effective immediately upon [Piedmont Family Practice at Baxter Village](#) receipt of my written notice, except that the revocation will not have any effect on any action taken by [Piedmont Family Practice at Baxter Village](#) in reliance on this Authorization before it received my written notice of revocation.

I understand that there may be a charge for producing record copies according to state regulations.

I may contact [Piedmont Family Practice at Baxter Village](#) Privacy Office by mail at:

\_\_\_\_\_ or by e-mail at [HHH-Privacy@TenetHealth.com](mailto:HHH-Privacy@TenetHealth.com).

**I have read and understand the terms of this Authorization and I have had an opportunity to ask questions about the use and disclosure of my health information. By my signature, I hereby, knowingly and voluntarily authorize [Piedmont Family Practice at Baxter Village](#) to use or disclose my health information in the manner described above.**

\_\_\_\_\_  
**Signature of Patient**

\_\_\_\_\_  
**Date**

Note: If Patient is a minor or is otherwise unable to sign this Authorization, obtain the following signatures:

\_\_\_\_\_  
Signature of Authorized  
Personal Representative

\_\_\_\_\_  
Relationship  
to Patient

\_\_\_\_\_  
Date

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