

**Note: All applicable fields must be completed for this form to be considered valid.**

Please see your MaineHealth facility's website for instructions and contact information for Health Information Management on where to send the completed authorization.

**PATIENT INFORMATION**

Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_ Email: \_\_\_\_\_  
Address: \_\_\_\_\_ Phone: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

**RELEASE INFORMATION FROM** *Indicate the location and/or provider/clinic who has the records being requested*

- |   |   |
|---|---|
| <input type="radio"/> CHANS Home Health & Hospice                 | <input type="radio"/> Franklin Memorial Hospital  |
| <input type="radio"/> LincolnHealth (Miles and St Andrews Campus) | <input type="radio"/> Maine Behavioral Healthcare |
| <input type="radio"/> Maine Health Care at Home                   | <input type="radio"/> Maine Medical Center        |
| <input type="radio"/> Memorial Hospital (New Hampshire)           | <input type="radio"/> Mid Coast Hospital          |
| <input type="radio"/> Pen Bay Medical Center                      | <input type="radio"/> Southern Maine Health Care  |
| <input type="radio"/> Spring Harbor Hospital                      | <input type="radio"/> Stephens Memorial Hospital  |
| <input type="radio"/> Waldo County General Hospital               | <input type="radio"/> Other: _____                |
| <input type="radio"/> Provider/Clinic: _____                      | _____   |
| _____   | _____   |

**RELEASE INFORMATION TO**

Name/Facility: \_\_\_\_\_ Phone: \_\_\_\_\_  
Address: \_\_\_\_\_ Fax: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_  
Email: \_\_\_\_\_

- Release medical records       Speak to | Discuss       Both

**SENSITIVE INFORMATION TO BE RELEASED**

I understand that the information to be released may contain sensitive information, and that **unless** I check the relevant line below, I hereby authorize release of the following types of information:

- |  |                          |
|--|--------------------------|
| I DO authorize disclosure of any information related to diagnosis and/or treatment of <b>Mental Health</b> .     | _____ I DO NOT Authorize |
| _____ I want to review such mental health information before it is sent  |                          |
| I DO authorize disclosure of any information relating to <b>Alcohol, Substance and/or Drug Use</b> .             | _____ I DO NOT Authorize |
| I DO authorize disclosure of information which refers to <b>HIV Results, Infection Status and/or Treatment</b> . | _____ I DO NOT Authorize |

**DISCLOSURE FORMAT** *Select **one** preferred format; if none selected, paper will automatically be sent*

- |                             |  |                                     |
|-----------------------------|--|-------------------------------------|
| <input type="radio"/> Paper | <input type="radio"/> Fax (up to 50 pages) | <input type="radio"/> Flash-drive   |
| <input type="radio"/> CD    | <input type="radio"/> MyChart              | <input type="radio"/> Secure E-mail |

**PATIENT INFORMATION**

Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

**PURPOSE OF RELEASE\* Why is it needed?**

- Continuing Care
- Transfer of Care (Last 2 years unless specified)
- Other (Please Specify): \_\_\_\_\_
- Personal
- Disability/Insurance Application/Claim
- Legal Purposes
- Worker's Comp Claim

\*Please note, a fee may be charged based on the Purpose of the release in accordance with state guidelines

**INFORMATION TO BE RELEASED Check appropriate boxes**

Dates of Service:  Last 2 Years OR From: \_\_\_\_\_ To: \_\_\_\_\_

- Hospital Abstract (Discharge Summary, History & Physical, Operative Report, Consults, Labs, Radiology, Cardiology, Emergency)
- Clinic Abstract (Office Visit Notes, Meds, Labs)
- Home Health (Plan of Care, Orders, Visit Notes)
- Immunizations
- Behavioral Health Records
- Notes: \_\_\_\_\_
- Billing
- Labs Only
- Radiology Reports
- Radiology Images (Will be Released on CD)
- Wellness / Rehab
- Emergency Department Records
- Other: \_\_\_\_\_
- Genetic Information and/or Test Results/Pedigree: \_\_\_\_\_

Please specify type or provider

Please specify type of information and/or test

I understand that the information to be released may be from my electronic health record (EHR) and/or paper medical records. I understand that the data from the EHR is current as of the date printed. I understand that in reducing the data to paper, information from the electronic database is being reformatted onto paper and that the page numbers reflect the printed document, not actual pages in the EHR.

I understand that I can refuse to disclose some or all of the information in my record, but refusal may result in an improper diagnosis or treatment, denial of coverage for a claim for health benefits or other insurance or other adverse consequences.

I understand that I can revoke all or part of this authorization at any time during this time period by providing written notice to the Health Information Management Department, except where this authorization already has been acted on for release of my protected health information. Such revocation may be the basis for denial of health benefits of other insurance coverage or benefits.

I understand that if protected health information is disclosed to a third party, the information may no longer be protected by the federal or state privacy laws and may be re-disclosed by the individual or entity that receives this information.

I understand I am entitled to a copy of this authorization, upon request.

This authorization is effective for **one (1) year** from the date of signing. I authorize future disclosures to the same individual and/or entity of the same record set requested pursuant to this authorization, **unless I notify the HIM Department in writing that no future disclosures should be made.**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Printed Name of Person Signing (if not patient): \_\_\_\_\_

Relationship of Authorized Representative (e.g. Parent, Guardian, Power of Attorney): \_\_\_\_\_