



## INSTRUCTIONS FOR COMPLETING A RELEASE OF INFORMATION FORM

If you are filling out the Release of Information form online or mailing the form to us, please read over the instructions. We follow the HIPAA guidelines when handling requests so each section is important to complete.

- In the box at the top of the page is the section for us to enter your MR# and I.D. information. We are required to check I.D. of the person requesting the records. If you are sending the release to our facility, please attach a copy of your driver's license or other I.D. with photo and signature. If this is not done, we cannot make and send the copies requested. This must be the I.D. of the patient or the legal authorized representative.
- The first section is name of facility releasing the information, patient name, date of birth, and who will receive the records. If possible, please include the address and phone number.
- The second section is to mark the purpose of the records request.
- The third section of the form asks for **initials** for the content/copies you are requesting. A check mark in these areas is not the same thing. ***Please initial.***

The items in the box marked "Sensitive Records" **must** also be initialed for the information to be released.

- The fourth section is for a date or event you enter is the time frame in which the request is active, and then will expire. If not marked, the authorization is good for a period of 6 months from the date of the signature.
- The fifth and final section **requires** the signature of the individual whose records are being requested. If that person is not available or unable to sign, the person picking up the records must have a "Power of Attorney for Healthcare" and bring their I.D. If that individual wanting records is a minor, then a parent or guardian needs to sign the bottom of the form where noted.

If the person is deceased and a party requests records, they must be a close relative such as parent/spouse and be able to prove they have executorship over the deceased's belongings, bring a death certificate and proof of their identity.