



**One Patient/One Facility per Request.**

For internal purposes only: M# \_\_\_\_\_ F# \_\_\_\_\_

\*Patient Name: \_\_\_\_\_ \*Date of Birth: \_\_\_\_\_ Telephone #: \_\_\_\_\_

\*Purpose of Disclosure:  Insurance  Provider  Attorney  Personal  Other: \_\_\_\_\_

<b>INFORMATION TO BE RELEASED FROM:</b> Island Hospital Department/Clinic: _____ (Organization/Person) _____ (Address) _____ (City, State, Zip) _____ (Phone/Fax)	<b>* INFORMATION TO BE RELEASED TO:</b> _____ (Organization/Person) _____ (Address) _____ (City, State, Zip) _____ (Phone/Fax) <b>OR:</b> Island Hospital Department/Clinic: _____
---	---

**\* Type of information (check appropriate box):**

- Pertinent Hospital Medical Records from date:** \_\_\_\_\_ **to date:** \_\_\_\_\_
- Pertinent Clinic Medical Records from date:** \_\_\_\_\_ **to date:** \_\_\_\_\_  
(a fee may be charged for this service)
- All Medical Records (a fee may be charged for this service)**
- Images (specify type)** \_\_\_\_\_
- Other (specify – discharge summary, operative reports, lab reports, billings, etc)** \_\_\_\_\_

**\*Patient Authorization:**

I understand that my records may contain information regarding the diagnosis or treatment of the following conditions and give my consent to include them in this records request (patient initials required): \_\_\_ HIV/AIDS \_\_\_ sexually transmitted diseases \_\_\_ drug and/or alcohol abuse \_\_\_ mental illness \_\_\_ psychiatric condition

**\*This authorization is valid until** \_\_\_\_\_ **(date) OR when the following event occurs:** \_\_\_\_\_  
(State when Island Hospital is no longer authorized to disclose your information based on this authorization. If no date or event is listed, the authorization will be effective for 30 days from the date signed by you)

Note: Authorization to disclose your information to an employer or financial institution can only be effective for a maximum of one year from the date signed by you. ([Reference RCW 70.02](#))

**Minors (defined by law as a person under the age of 18 years unless otherwise noted for specific conditions):** A minor patient's signature is required in order to release the following information:

1. Conditions relating to birth control, abortion or prenatal services (at any age per [Washington State Law](#))
2. Sexually transmitted diseases (if age 14 or older)
3. Alcohol and/or drug abuse and mental health conditions (if age 13 and older)

**Patient Rights:** I understand I do not have to sign this authorization in order to obtain health care benefits (treatment, payment, or enrollment). I may revoke this authorization at any time except to the extent already relied upon by sending a request in writing to Island Hospital Privacy Officer, 1211 24<sup>th</sup> Street, Anacortes, WA. 98221.

I understand I have the following rights to:

- Inspect or receive a copy of my protected health information
- Receive a copy of this signed form
- Refuse to sign this form for authorization to disclose or release my protected health information

I understand that once Island Hospital discloses health information, the person or organization that receives it may re-disclose it, at which time it may no longer be protected under Privacy Laws.

I understand that the confidentiality of these records will be protected by Island Hospital and its clinics under the authority of Federal (HIPAA, 45 CFR parts 160 and 164) and/or State of Washington laws. I also understand that some of my records may be protected under Federal regulations governing Confidentiality of Alcohol and Drug Abuse Patient Records, 42 CFR, Part 2, and cannot be disclosed or re-disclosed without my written consent unless otherwise provided for in these regulations.

**By signing this page, I acknowledge that I have read and agree to the terms on this page.**

\*Signature \_\_\_\_\_ \*Date \_\_\_\_\_  
(Patient or Person Authorized to give Authorization)

\*If signed by person other than patient, provide reason, relationship to patient, or description of authority: \_\_\_\_\_

ID Confirmed \_\_\_\_\_ Date Records Copied \_\_\_\_\_ Copied By \_\_\_\_\_ Department/Clinic \_\_\_\_\_

**Authorization to Disclose/Obtain Protected Health Information (PHI)  
Island Hospital**

Originator/Author: McCoy, Anita Director Quality Improvement  
Original: 10/06/2016; Approved: 10/06/2016; Reviewed: 10/06/2016

*Printed copies are for reference only. Please refer to the electronic copy for the latest version*