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Authorization for Release of Confidential Health Information

Patient Name: \_\_\_\_\_ Telephone: \_\_\_\_\_

Address: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

I hereby authorize the protected health information regarding the above-named person to be exchanged to:

Person/Institution/Other: \_\_\_\_\_

Address: \_\_\_\_\_ City/State/Zip: \_\_\_\_\_

Phone Number: \_\_\_\_\_

I authorize the release of information pertaining to the following time periods:

From date(s): \_\_\_\_\_ To date(s): \_\_\_\_\_

The following types of information to be disclosed are as follows:

- |                                                           |                                                                   |
|-----------------------------------------------------------|-------------------------------------------------------------------|
| <input type="checkbox"/> History and physical examination | <input type="checkbox"/> Abstract (documents summarizing history) |
| <input type="checkbox"/> Consultation reports             | <input type="checkbox"/> Diagnostic reports (labs, x-rays, etc)   |
| <input type="checkbox"/> Progress notes                   | <input type="checkbox"/> X-ray films                              |
| <input type="checkbox"/> Operative reports                | <input type="checkbox"/> Other: _____                             |

The following highly CONFIDENTIAL items must be checked off to be included in the disclosure:

- HIV/AIDS related health information/records
- Behavioral or mental health information/records
- Drug/alcohol diagnosis, treatment, referral information
- Genetic testing information/records

The purpose(s) of this authorization is (are): \_\_\_\_\_

This authorization expires (date): \_\_\_\_\_. If not specified, this release will expire 1 year after the date of signature.

- I understand that I have the right to inspect and copy the information I have authorized to be disclosed by this authorization. In the event I refuse to authorize the release of the above-described information, I understand that it will not be disclosed, except as provided by law.
- I understand that the practice may not condition treatment on whether I sign this authorization, except when the provision of health care is solely for the purpose of creating protected health information for disclosure to a third party.
- I understand that information used or disclosed pursuant to this authorization may be subject to redisclosure by the recipient and may no longer be protected by law.
- I understand that this authorization is valid until it expires, unless revoked before that.
- I understand that I may revoke this authorization at any time by giving written notice to the physician of my desire to do so. I also understand that I will not be able to revoke this authorization in cases where the physician has already relied on it to use or disclosure my health information. Written revocation must be sent to the physician's office.
- I have read and understood the terms of this authorization and I have had the opportunity to ask questions about the use and disclosure of my health information. By my signature, I knowingly and voluntarily authorize to use or disclose my health information in the manner described above.

Printed name of patient, legal guardian, or authorized agent: \_\_\_\_\_

Signature of patient or legal guardian, or authorized agent: \_\_\_\_\_

Date: \_\_\_\_\_ Relationship to patient: \_\_\_\_\_

Staff signature: \_\_\_\_\_ Date: \_\_\_\_\_

(to verify signer's identity)

Reason for requesting records:

- I am remaining a patient, but seeking care from a specialist physician
- I am moving out of the area
- I have new insurance and must transfer care. **Please list new insurance** \_\_\_\_\_
- Other: \_\_\_\_\_

(Check one) \_\_\_\_\_ Mail Records to address above \_\_\_\_\_ Will pick up records

There is a \$25.00 charge per chart copied, to be paid at the time of request \_\_\_\_\_