



## **AUTHORIZATION TO USE, DISCLOSE & RELEASE PROTECTED HEALTH INFORMATION**

### **I understand the following:**

- I have the right to refuse to sign this form for authorization to disclose or release my protected health information. Refusal to sign the authorization will not adversely affect my ability to receive health care services or reimbursement for services. The only circumstance when refusal to sign this authorization may affect my ability to receive health care services is if the health care services are research-related or solely for the purpose of providing health information to someone else and the authorization is needed to make that disclosure.
- There may be a fee associated with this request.
- Information used or disclosed pursuant to this authorization may be subject to re-disclosure and no longer protected under federal law. However, I also understand that federal or state law may restrict re-disclosure of HIV/AIDS, mental health information, genetic testing information and drug/alcohol diagnosis, treatment, or referral information.
- I have the right to receive a copy of this signed authorization.
- I may revoke this authorization in writing at any time. If I revoke this authorization, the information described below may no longer be used or disclosed for the purposes described in the written authorization. The only exception is when Kadlec have taken action in reliance on the authorization or the authorization was obtained as a condition of insurance coverage.

**To revoke this authorization, send a written statement that you are revoking this authorization along with a copy of this authorization to:**

**Kadlec Regional Medical Center  
Dept: Release of Information  
800 Swift Blvd, Suite 180  
Richland, WA 99352**

Phone: (509) 942-2017 | Fax: (509) 392-5682  
Email: [roi.mailbox@kadlec.org](mailto:roi.mailbox@kadlec.org)

**Important:** Kadlec no longer prints or releases patient social security numbers unless required for billing. However, social security numbers may be included in patient information that is more than a few years old. The information you are authorizing to be released may include your social security number.

The facility, its employees, officers and physicians are hereby released from any legal responsibility or liability for disclosure of the above information to the extent indicated and authorized herein.

Kadlec and its Affiliates do not discriminate on the basis of race, color, national origin, sex, age, or disability in their health programs and activities.

**ATTENTION:** If you do not speak English, you have at your disposal free language assistance services. Call (888) 311-9127 (TTY: 711).

**ATENCIÓN:** Si habla español, tiene a su disposición servicios gratuitos de asistencia lingüística. Llame al (888) 311-9127 (TTY: 711).

**注意：**如果您講中文，我們可以給您提供免費中文翻譯服務，請致電 (888)311-9127 (TTY: 711)。



## AUTHORIZATION TO USE, DISCLOSE & RELEASE PROTECTED HEALTH INFORMATION

I authorize Kadlec to use and disclose a copy of the specific health information described below regarding:

Patient Name: \_\_\_\_\_ DOB: \_\_\_\_\_

Patient/Representative Name: \_\_\_\_\_ Phone: \_\_\_\_\_

To be disclosed to:	Self	Or Recipient's Name:	_____		
Recipient's Address: _____					
City: _____		State: _____		Zip Code: _____	
Phone: _____		Fax: _____		Email: _____	
Please send my records via:      MyChart      Email      Disc      Paper      Fax					

I am requesting information from the following facility(s):

List Hospital(s) or Provider Name(s)	List Clinic(s) or Provider Name(s)

For the range of dates from: \_\_\_\_\_ to: \_\_\_\_\_

For information related to the following diagnosis or injury: \_\_\_\_\_

Information to be disclosed:	
History & Physical	Discharge Summary
Operative Report	Emergency Department Report
Diagnostic Reports (lab, x-ray, EKG, etc.)	Progress Notes
Other (specify): _____	

For the purpose of: \_\_\_\_\_

Unless revoked, this authorization expires in 180 days or on this date: \_\_\_\_\_

I understand and agree that the information below will be disclosed if I place my initials in the applicable space next to the type of information.	
____ HIV/AIDS testing/treatment	____ Mental Health specific visits
____ Genetic Testing	____ Drug/Alcohol specific visits

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

(Print form and sign by hand)

Representative Signature: \_\_\_\_\_ Relation to Patient: \_\_\_\_\_

(Print form and sign by hand. Please include supporting documentation.)