

# Authorization to Use or Disclose Protected Health Information (PHI)

## Section 1. Who is the Patient?

Last Name		First Name		Middle Initial	
Subscriber Number From ID Card	Insurance Company Name		Date of Birth (MM/DD/YYYY)	Phone Number	
Street Address		City		State	Zip Code

I hereby authorize the use or disclosure of protected health information about the individual named above.

I am:  the individual named above (complete Section 8 below to sign this form)

a personal representative because the patient is a minor, incapacitated, or deceased (complete Section 9 below)

## Section 2. Who Will Be Disclosing Information About the Individual?

The following person(s) or entity may use or disclose the information:

Name (a person, a class of persons like "doctors who treated me in August 2003," or an organization)	Phone Number (if known)
Street Address (if known)	City, State and Zip Code (if known)

## Section 3. Who Will Be Receiving Information About the Individual?

The information may be disclosed to:

Name (a person, a class of persons like "family members residing with me", or an organization)	Phone Number (if known)
BCBST and/or Magellan Behavioral Health	
Street Address (if known)	City, State and Zip Code (if known)

## Section 4. What Information About the Individual Will Be Disclosed?

Please specify the type of behavioral health and/or substance abuse services information to be disclosed, including any relevant dates. Any behavioral health or substance abuse services information excluding psychotherapy notes.

## Section 5. What is the Purpose of the Disclosure?

Please give the reason the information is being requested or disclosed.

To release behavioral health and/or substance abuse services information to my health plan and/or its behavioral health vendor for administration of health care benefits.

## Section 6. What is the Expiration Date or Event?

This authorization must expire within 1 year, on either a specific date or upon a specific event. Please choose either:

the following expiration date (no more than 1 year from today): \_\_\_\_\_

the following specific event (needs to happen within 1 year): \_\_\_\_\_

## Section 7. Important Rights and Other Required Statements You Should Know

- ❖ You can revoke this authorization at any time by writing to the provider you listed in Section 2. If you revoke this authorization, it will not apply to information that has already been used or disclosed.
- ❖ The information disclosed based on this authorization may be redisclosed by the recipient and may no longer be protected by federal or state privacy laws. Not all persons or entities have to follow these laws.
- ❖ You do not need to sign this form in order to obtain treatment.
- ❖ This authorization is completely voluntary, and you do not have to agree to authorize any use or disclosure.
- ❖ You have a right to a copy of this authorization once you have signed it. Please keep a copy for your records, or you may ask for a copy at any time by writing to the provider you listed in Section 2.
- ❖ If you have any questions about anything on this form, or how to fill it out, please call the provider you listed in Section 2.

## Section 8. Signature of the Individual

Signature \_\_\_\_\_ Date (required) \_\_\_\_\_

## Section 9. Signature of Personal Representative (if applicable)

Signature \_\_\_\_\_ Date (required) \_\_\_\_\_

Please describe your relationship to the individual and/or your legal authority to act on behalf of the individual in making decisions related to healthcare. You may be asked to provide us with the relevant legal document giving you this authority.

Relationship to the individual (required): \_\_\_\_\_

### NOTICE TO RECIPIENT OF INFORMATION

*This information has been disclosed to you from records the confidentiality of which may be protected by federal and/or state law. If the records are protected under the federal regulations on the confidentiality of alcohol and drug abuse patient records (42 CFR Part 2), you are prohibited from making any further disclosure of this information unless further disclosure is expressly permitted by the written consent of the person to whom it pertains, or as otherwise permitted by 42 CFR Part 2. A general authorization for the release of medical or other information is NOT sufficient for this purpose. The federal rules restrict any use of the information to criminally investigate or prosecute any alcohol or drug abuse patient.*