



326 N. Mills Avenue, Orlando FL 32803  
 Phone - 407-841-1100 Fax 407-843-7983

**AUTHORIZATION TO OBTAIN, RELEASE, OR REVIEW PROTECTED HEALTH INFORMATION**

**I. PATIENT AND REQUESTOR INFORMATION**

Patient Name: \_\_\_\_\_ Date of Birth \_\_\_\_ / \_\_\_\_ / \_\_\_\_  
 Address: \_\_\_\_\_ Social Security # (last 4 digits) \_\_\_\_\_  
 \_\_\_\_\_ Email: \_\_\_\_\_  
 Requestor Name: \_\_\_\_\_ Telephone #: \_\_\_\_\_

**II. PERSON/FACILITY AUTHORIZED TO RELEASE THE PROTECTED HEALTH INFORMATION:**

Name: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 Phone: \_\_\_\_\_  
 Fax: \_\_\_\_\_

**III. PERSON/FACILITY AUTHORIZED TO OBTAIN THE PROTECTED HEALTH INFORMATION:**

Name: \_\_\_\_\_ Phone: \_\_\_\_\_  
 Address/ Email: \_\_\_\_\_  
 Fax Number: \_\_\_\_\_  
 For Family Management Account Only: Date of Birth: \_\_\_\_ / \_\_\_\_ / \_\_\_\_ Relationship to Patient: \_\_\_\_\_

**IV. RECORDS REQUESTED AND METHOD OF DELIVERY**

**Format of Records:**  Paper  Electronic (E-Mail / CD - Please Circle)  Patient Portal  
**Method of Delivery:**  Mail  E-Mail  Pick-Up  Fax (Medical Facilities Only)  
**Purpose of Disclosure:**  Personal Use  Continued Treatment  Insurance  Legal  School  
 Family and Medical Leave Act/Disability Forms  Patient Communication (Behavioral Health)  
 Other (Please Specify): \_\_\_\_\_  
**Date Range of Records Requested:** \_\_\_\_\_ to \_\_\_\_\_ **-OR-  COMPLETE RECORD (All Records, All Dates)**  
**Type of Records:**  Abstract of Record  Lab  Pathology  Radiology (CD)  Radiology (Report)  Therapy Records  
 Progress Notes  Consultation  Operative  All Diagnostic Test Results  Other (Please Specify): \_\_\_\_\_

**May NOT include information related to (please initial):**  
 \_\_\_\_\_ HIV/AIDS \_\_\_\_\_ Mental Health \_\_\_\_\_ Drug and/or Alcohol Abuse \_\_\_\_\_ Genetic Counseling/Testing Information

I understand that this authorization extends to all or any part of the records designated above, which may include psychiatric information, and/or genetic counseling/testing, and/or alcohol/drug abuse, and/or AIDS (Acquired Immunodeficiency Syndrome), and/or may include the result of an HIV test or the fact that an HIV test was performed. I expressly consent to the release of information as designated above unless initialed above or otherwise required by law.

The authorization will expire on the following date, event or condition: \_\_\_\_\_. If I fail to specify an expiration event or condition, the authorization will expire in one year. I understand that this authorization is revocable upon written notice to the office where the original authorization is retained, except to the extent that action has already been taken on this authorization. I understand that my protected health information that is used or disclosed under this authorization may be subject to re-disclosure by the recipient and the privacy of my protected health information may no longer be protected by law. I understand that I will receive a signed copy of this form.

\_\_\_\_\_  
 Patient / Legal Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
 I wish to revoke this authorization. Signature: \_\_\_\_\_ Date: \_\_\_\_\_

<b>OFFICIAL USE ONLY:</b>	
Name _____	Date: _____ <input type="checkbox"/> Releasing Information
Number of Pages Copied: _____	ID Shown _____