



BEHAVIORAL HEALTH SERVICES - OUTPATIENT

Authorization to Release / Obtain Medical Information

Please complete all sections.

Patient Last Name	Patient First Name	Date of Birth	MR#
Maiden Name / AKA	Phone Number	Email	

Date(s) of Service to be released: From _____ To _____

I authorize my records to be released from:

Organization Name _____

Address _____

City/State/Zip _____

I authorize my records to be released to:

Name _____

Address _____

City/State/Zip _____

Fax _____

Specific Information Authorization for Release - Check all appropriate boxes

- | | | |
|---|--|---|
| ☐ Emergency Encounter Note | ☐ Operative Report | ☐ Rehab Services Reports, OT/PT |
| ☐ Discharge Summary | ☐ EKG(s) | ☐ Psychiatric History & Physical |
| ☐ History & Physical | ☐ Pathology Report(s) / Lab Results | ☐ Psychiatric Evaluation |
| ☐ Progress Notes/Consultations | ☐ Mail/Verbal Acn# _____ | ☐ Psychiatric Discharge Summary |
| ☐ Radiology Reports | ☐ Billing Records | ☐ Complete Medical Record |
| ☐ Radiology Images | ☐ Other _____ | |

Purpose of Disclosure

- ☐ Attorney/Legal ☐ Insurance/Workers Comp ☐ Personal Reasons ☐ Treatment

I understand that this will include information relating to: acquired immunodeficiency syndrome (AIDS), infection with human immunodeficiency virus (HIV), AIDs related complex (ARC), sexually transmitted diseases, tuberculosis, hepatitis, communicable diseases, infectious diseases, behavioral health services, and/or substance use disorder records (protected under 42 CFR Part 2 (additional restrictions on redisclosure apply))

Release of Information

1. I understand that this authorization extends to all medical records of other providers to the extent indicated above; this may include any information about substance use disorder/treatment protected under 42 CFR Part 2, behavioral health services, communicable diseases and infectious diseases, including sexually transmitted diseases, HIV infection, acquired immunodeficiency related complex, venereal disease, hepatitis or tuberculosis.
2. I understand that I may inspect or copy the information to be disclosed and may, upon inspection, refuse to sign the authorization or may revoke this authorization at any time if already signed by sending a written revocation to the Medical Records Department at Holland Hospital. I understand that the revocation will not apply to the information that already has been released in response to this authorization. Unless otherwise revoked, this authorization will expire on the following date, event or condition: _____. If I fail to specify an expiration date, event or condition, then this authorization will expire in six (6) months.
3. I understand that any disclosure of this information carries with it the potential for redisclosure and the information may not be protected by federal or state confidentiality rules or regulations.
4. I understand that my continued or future treatment by or payment to Holland Hospital is not conditioned upon my providing or signing this authorization unless this authorization is provided for the purpose of providing data in connection with medical or clinical trial research. The signing of this authorization is voluntary.

☐ I have been provided with a copy of this authorization for my records.

Signature of patient or person authorized to consent: _____ Date: _____

Note: If signature is marked by X you must have two witnesses.

Relationship, if not patient, legal guardian – attach documentation: _____

Witness: _____ Witness: _____

If you have any questions, please call Holland Hospital Behavioral Health Services at (616) 355-3926 or fax to (616) 393-6651.

Completed forms can be emailed to medicalrecords@hollandhospital.org.

