



Revision Date: 11/21/2017

**AUTHORIZATION TO RELEASE PATIENT MEDICAL INFORMATION FROM CAPITAL WOMEN'S CARE**

I hereby authorize Capital Women's Care (CWC) to use and disclose my individually identifiable Protected Health Information (PHI) in the manner described below.

I understand that I have the **right to access**<sup>1</sup> my complete medical records maintained by Capital Women's Care, based on the federal HIPAA law. I understand that when I am requesting a copy (electronic or hardcopy) of my records, or wishing to send my records to a third-party, I will be asked to sign this form. I also understand that my PHI may be re-disclosed by the person or entity receiving my PHI from CWC, and that it then may no longer be protected by federal privacy regulations. Maryland law allows for such re-disclosure by Capital Women's Care if it is authorized by the person in interest (patient).<sup>2</sup> I voluntarily sign this authorization, and I understand that my health care will not be affected if I do not sign this form. I understand that Capital Women's Care reserves the right according to their HIPAA Practicing Guidelines to use a third-party vendor to process requests for production or to copy medical records containing PHI - information.

**TYPE OF INFORMATION TO BE RELEASED/COPIED/PROVIDED BY CAPITAL WOMEN'S CARE:**

**1. GENERAL RELEASE: I would like to obtain copies of the following:**

Records in Capital Women's Care's Designated Record Set<sup>3</sup>, excluding information the patient does not have a **"Right to Access"**

Please Check ONE:

All Dates: \_\_\_\_\_ **OR** From: \_\_\_\_\_ To: \_\_\_\_\_

A Continuity of Care Document (A summary listing which may include active allergies and adverse reactions, current medications, active problems, dates of services, immunizations, social history, last filed vital signs, lab results if applicable)

External Records<sup>4</sup> not included in the Capital Women's Care Legal Medical Record (Please specify) \_\_\_\_\_

Lab Results, X-Ray Reports, Surgical Records, Immunization Records (Please specify) \_\_\_\_\_

**TYPE OF INFORMATION NOT TO BE RELEASED/COPIED/PROVIDED BY CAPITAL WOMEN'S CARE:**

**2. CONFIDENTIAL INFORMATION PROTECTED BY STATE/FEDERAL LAW: I would like the following information excluded from the information released:**

Drug or Alcoholism Abuse Diagnosis/Treatment (specify) \_\_\_\_\_

Mental Health Diagnosis/Treatment (specify) \_\_\_\_\_

<sup>1</sup> An individual does not have a right to access PHI that is not part of a designated record set because the information is not used to make decisions about individuals. This may include certain quality assessment or improvement records, patient safety activity records, or business planning, development, and management records that are used for business decisions. In addition, two categories of information are expressly excluded from the right of access: Psychotherapy notes, and information compiled in reasonable anticipation of, or for use in, a civil, criminal, or administrative action or proceeding. See 45 CFR 164.524(a)(1)(ii).

<sup>2</sup> HEALTH-GENERAL ARTICLE § 4-301--4-309, 8-601

<sup>3</sup> A "Designated Record Set" is defined by HIPAA as a group of records maintained by a covered entity that may include patient records, bills, information maintained by medical management record systems, or information used to make care-related decisions.

<sup>4</sup> External records include but are not limited to Special Outside Correspondence. Such records are records created by non-Capital Women's Care providers, sent to Capital Women's Care, and added into the patient's electronic health record. This information is supplied to Capital Women's Care but, per our Designated Record Set policy, it is not included in our Legal Medical Record and shall be supplied to patients only upon request.



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\_\_\_\_ Sexually Transmitted Disease or AIDS/HIV Diagnosis/Treatment/Counseling (specify) \_\_\_\_\_

**PROTECTED HEALTH INFORMATION TO BE RELEASED & METHOD OF RELEASE:**

Entity or Patient Name (if requesting own records): \_\_\_\_\_

Street Address or Fax Number where records are to be sent: \_\_\_\_\_

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

Purpose for Request: \_\_\_\_\_

**A. Please release my medical records as a Paper/Hardcopy (check here):** \_\_\_\_\_

**B. Please release my medical records via fax or electronically saved to a USB/Flash Drive, if available (check here):** \_\_\_\_\_

**C. Please release my medical records electronically via encrypted email, if available (check here):** \_\_\_\_\_

\*We will email the records to the address provided below. By signing this form and requesting that the records are sent via email, you acquiesce that you understand the inherent risk of sending PHI via an email system. Capital Women's Care will use another electronic medium to send the records if the records are unable to be sent via email because of a large file size.

**D. Please hold my records and inform me when and where to retrieve them (check here):** \_\_\_\_\_

**PATIENT AUTHORIZATION TO RELEASE MEDICAL INFORMATION**

I certify that I have read, signed, and received a copy of this authorization upon my request or at the request of a representative legally authorized to make this request on my behalf. I understand that I will be billed for copies of my medical records according to applicable state and federal laws and guidelines. I understand that this request will be valid for ninety (90) days after the date indicated below, unless otherwise noted on this form.

**PATIENT INFORMATION**

Patient Name (Print): \_\_\_\_\_

Former Name (if applicable): \_\_\_\_\_

Social Security Number: \_\_\_\_\_

Telephone Number (Main): \_\_\_\_\_

Birth Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Email Address: \_\_\_\_\_

\_\_\_\_\_  
**Signature of Patient/Legal Representative**

\_\_\_\_\_  
**Relationship to Patient, if not signed by Patient**

\_\_\_\_\_  
**Date**

<b>CWC Internal Use Only</b>	
<b>Please Attach Invoice When Fulfilling the Request</b>	
<b>Total Fee Billed:</b> _____	
<b>Date Request was Received:</b> _____	
<b>Date Request was Fulfilled</b> (via email, fax, regular mail, or in-person pickup): _____	