

# AUTHORIZATION TO DISCLOSE PROTECTED HEALTH INFORMATION

This authorization is voluntary and may be used to permit Community Health Choice (Community) to use or disclose an individual's protected health information (PHI).

Individuals completing this form should read the form in its entirety before signing and complete all the sections that apply to their decisions relating to the use or disclosure of their PHI.

- As a member (over 18 years of age) of Community, I am requesting disclosure of PHI to the individual as requested below.
- As a parent/guardian of a member (under 18 years of age) of Community, I am requesting disclosure of PHI as requested below, and have included proof of identity and legal rights.

MEMBER FULL NAME

MEMBER ID NUMBER  MEMBER DATE OF BIRTH  /  /

MAILING ADDRESS

CITY  ZIP CODE

DAY PHONE  /  /  OTHER PHONE  /  /

E-MAIL ADDRESS

### EFFECTIVE TIME PERIOD: Please choose and complete one.

This authorization is valid for a period of one year from the date signed: Month  Day  Year

This authorization shall only be valid until: Month  Day  Year

### RIGHT TO REVOKE:

I understand that I can withdraw my permission at any time by sending Community a letter via mail, email or fax, to the address listed at the end of this document. Your letter must also include the member's full name, member number, address, and phone number.

The authorization will have no effect on actions Community took in good faith before receiving a letter to withdraw authorization.

### WHO CAN RECEIVE AND USE THE HEALTH INFORMATION?

NAME

MAILING ADDRESS

CITY

ZIP CODE

DAY PHONE

 /  / 

OTHER PHONE

 /  / 

### PLEASE SELECT THOSE THAT APPLY:

- Self
- Natural or Adoptive Parent
- Foster Parent
- Legal Representative – someone with legal authority to act on the member’s behalf
- Legal Guardian
- Spouse
- Step-Parent
- Other \_\_\_\_\_

**If the person signing this authorization is not the member, you must provide a copy of the health care power of attorney, birth certificate or other relevant document that authorizes you to act on the members’ behalf, and proof of identity.**

### WHAT INFORMATION CAN BE DISCLOSED?

All Information described below

- Benefits, Billing, and Claim Information
- Primary Care Provider Changes
- Home Address Changes
- Identification Card Request
- Premium Payment
- Name Spelling and other Personal Information

### Your initials are required to release the following information:

- \_\_\_ Mental Health Information
- \_\_\_ Drug, Alcohol or Substance Abuse
- \_\_\_ Genetic Information
- \_\_\_ Pregnancy/Family Planning
- \_\_\_ HIV/AIDS

**Please Note: There are limitations to the amount of information we are able to share with others in regards to your account. Note to parents: these limitations may not affect the legal rights you have to access your child’s information by other means, like contacting your child’s primary care physician.**

