

# Patient's Authorization to Release Medical Records

Please provide complete and accurate information when submitting this form. **Sitka Medical Center** will only process valid and complete authorization forms.

Patient's Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

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

I authorize release of my health care information concerning *(please check off at least one of the following)*:

1.  All health care records    2.  Treatment of *(please identify condition)*: \_\_\_\_\_

3.  Treatment received on the following dates: from: \_\_\_\_\_ to: \_\_\_\_\_

4.  Other *(please describe)*: \_\_\_\_\_

Sensitive records require specific patient authorization. Please initial the appropriate records requested:

I authorize the information listed below to be used, disclosed or received:

Mental Health     STD's including HIV/AIDS     Drug and/or alcohol abuse diagnosis, prognosis, or treatment.

## Release:

I authorize **Sitka Medical Center** to release my personal health care information **to**:

Name: \_\_\_\_\_ Dr: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Telephone Number: \_\_\_\_\_ Fax Number \_\_\_\_\_

## Request:

I authorize: Name: \_\_\_\_\_ Dr: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Telephone Number: \_\_\_\_\_ Fax Number \_\_\_\_\_

To release my private health information as identified above to: **Sitka Medical Center,**  
700 Katlian St., Suite E,  
Sitka, Alaska 99835

Please list the purpose or need of your health information: Please check one

1.  Transfer of care    2.  Moving    3.  Seeing referred physician    4.  Other \_\_\_\_\_

## SITKA MEDICAL CENTER

700 Katlian St., #E, Sitka, Alaska 99835 ♦ 907-747-5861 (Phone) 907-747-5415 (Fax)

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I understand that I have the right to revoke this authorization, in writing, at any time. I understand that a revocation is not effective when Sitka Medical Center has already relied on the use or disclosure of the health information or if my authorization was obtained as a condition of obtaining insurance coverage and the insurer has a legal right to contest a claim. To revoke an authorization, write a letter to Sitka Medical Center Medical Records department.

I understand that information used or disclosed pursuant to this authorization may be disclosed by the recipient and may no longer be protected by federal or state law.

I understand that I do not have to sign this authorization in order to get health care benefits (treatment, payment, enrollment, or eligibility for benefits) except when (1) my treatment is related to research, or (2) health care services are provided to me solely for the purpose of creating protected health information for disclosure to a third party, or (3) an authorization is required for health plan eligibility or enrollment or a risk rating determination. Failure to sign an authorization may result in inability to obtain certain benefits in these cases.

I acknowledge I have fully reviewed and understand the contents of this authorization form. My signature below indicates that I hereby agree and authorize to release of patient health information to the above named person or organization.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

If this authorization form is signed by a personal representative for the individual patient:

Personal Representative's Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Relationship: \_\_\_\_\_

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This authorization is valid for one year from date unless specified \_\_\_\_\_ (date).  
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\*\*In most cases a first request for record copies has no charge. Sitka Medical Center reserves the right to charge for additional requests for the same records.

Done by: \_\_\_\_\_

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