

**AUTHORIZATION FOR USE AND  
DISCLOSURE OF HEALTH INFORMATION**

Page 1 of 2

There may be fees incurred for this service.

**Patient Information** *(Tell us about the patient)*

 Patient Name: \_\_\_\_\_ DOB: \_\_\_\_\_ MRN: \_\_\_\_\_  
 Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
 Phone: \_\_\_\_\_ Email (optional): \_\_\_\_\_

**Type of Access Requested** *(Please check ONLY one)*

- Paper Copy   
  CD   
  My Health Online   
  Inspection Only   
  Email (encrypted)  
 Email (**not** encrypted) *(Note: If you would like us to send information over email not encrypted, this increases the risk that information could be read by an unauthorized third party.)*  
 Other (must be agreed upon by the patient and provider): \_\_\_\_\_

**Delivery Method** *(Please check ONLY one)*

- Mail   
  Email   
  Fax   
  Pick-Up (if applicable)   
  My Health Online Portal

**Purpose of Requested Use or Disclosure** *(Tell us how you will use the records)*

- Continuity of Care – Appointment Date with Physician: \_\_\_\_/\_\_\_\_/\_\_\_\_  
 Patient   
  Insurance   
  Other: \_\_\_\_\_

**Authorization – I hereby authorize:**

 \_\_\_\_\_  
 (Name of hospital, physician, healthcare provider)

Address

City

State

Zip

Phone

Fax

**To release my health information to:**  Check this box if same as patient listed above. **OR**

 \_\_\_\_\_  
 (Name of hospital, physician, healthcare provider, other)

Address

City

State

Zip

Phone

Fax

**Information Disclosure** *(Tell us what information you need)*
**Information to be disclosed for the following date range** \_\_\_\_\_ **to** \_\_\_\_\_:

- Hospital Records (Inpatient and Outpatient)  
 Clinic/Foundation Records (Specify Provider Name): \_\_\_\_\_  
 Radiology Report(s) Only  
 Radiology Images (Specify):  X-ray   
  Ultrasound   
  CT scan   
  MRI   
  Mammography  
 Laboratory Test(s) Only  
 Billing Records   
  Other: \_\_\_\_\_

Immunization records and growth charts


 1000 HIM ROI  
 AUTHORIZATION

**AUTHORIZATION FOR USE AND DISCLOSURE OF HEALTH INFORMATION**
**Special Authorization** (*Tell us if we have permission to release the following sensitive information*)

**I specifically authorize release of the following information:**

- |   |  |
|---|--|
| <input type="checkbox"/> HIV test results _____ (initial) | <input type="checkbox"/> Substance abuse _____ (initial) |
| <input type="checkbox"/> Mental Health _____ (initial)    | <input type="checkbox"/> Genetic testing _____ (initial) |

**Expiration**

This authorization shall become effective immediately and shall remain in effect for one (1) year from the date signed unless a different date is specified here: \_\_\_\_\_

**Restrictions**

California law prohibits the recipient from making further disclosure of your health information unless the recipient obtains another authorization from you or unless the disclosure is required or permitted by law. This protection does not extend to recipients outside the state of California.

**Your Rights**

- I may refuse to sign this authorization and my refusal will not affect my ability to obtain treatment or payment
- I may revoke this authorization at any time. My revocation must be in writing, signed by me or on my behalf, and delivered to this address:

For Sutter Hospitals:	Palo Alto	Sutter East Bay	Sutter Gould	Sutter Pacific	Sutter Medical
Sutter Shared Services	Medical Foundation	Medical Foundation	Medical Foundation	Medical Foundation	Foundation
Attn: HIM Director	Attn: HIM Director	Attn: HIM Director	Attn: HIM Director	Attn: HIM Director	Attn: HIM Director
P.O. Box 619091	795 El Camino Real	3687 Mt Diablo Blvd. #200	600 Coffee Road	3883 Airway Dr. Suite 320	1014 N. Market Blvd. #10
Roseville, CA 95661	Palo Alto, CA 94301	Lafayette, CA 94549	Modesto, CA 95350	Santa Rosa, CA 95403	Sacramento, CA 95834

- My revocation will be effective upon receipt, but will have no impact on uses or disclosure made while my authorization was valid.
- I have a right to receipt a copy of this authorization (required if authorization is requested for the provider's use or disclosure of health information).
- I may inspect and obtain a copy of the health information of which I am authorizing the use or disclosure of my health information.

If this box  is checked, the facility listed above will receive compensation for the use or disclosure of my health information.

**Signature** (*As required by law*) **Please sign and date below. No e-signature accepted.**

SIGNATURE: \_\_\_\_\_ Date: \_\_\_\_\_ Relationship: \_\_\_\_\_  
 (Parent/Guardian)

**Patients aged 12-17 must sign below to provide their consent:**

Signature of consent by patient (age 12-17): \_\_\_\_\_ Date: \_\_\_\_\_

**Office Use Only** Identification verified by (name): \_\_\_\_\_

Verified by (method):  Photo ID  Matching Signature  Other: \_\_\_\_\_