The GW Medical Faculty Associates

Authorization to Release Protected Health Information

Please use this form when requesting a copy of your Medical Records to be sent to yourself or someone else

PATIENT NAME: _____ DOB: _____ MRN: _____

ADDRESS: _____

_____ PHONE NUMBER: _____

I, _____ (print name) hereby authorize the GW Medical Faculty Associates (the "MFA") to release Protected Health Information pertaining to the care and treatment of the patient listed above. I authorize the disclosure of the following information from the Medical Record:

The persons or entity who are authorized to receive this information are:

Name: _____ Relationship to Patient: _____

Address: _____

_____

Telephone: _____ Fax (When Applicable): _____

The purpose for which this information may be disclosed (*Check one*)**:**

☐ At the request of the individual listed above ☐ Legal ☐ Insurance

☐ Other (specify purpose): _____

I authorize the MFA to disclose/release the following information to the persons listed above. (*Check all that apply & note the dates of treatment*)**:**

☐ Records specific to a Provider or Location seen (Specify): _____

☐ Entire Medical Record

☐ Limited to the following dates of treatment: From: _____ To: _____

☐ Laboratory/Pathology Reports

☐ Radiology Reports (e.g., X-ray, CT, MRI) ☐ Radiology Images (e.g., X-ray, CT, MRI)

☐ Billing information (e.g., billing statements, balance due)

☐ Other _____

When possible, the MFA will provide the information you requested in your preferred format (Check your preference**):**

☐ Electronic Records (CD/DVD) ☐ Paper Records

I authorize the records to be released by (*Check the manner in which you would like the records to be received*)**:**

☐ **Pick up in Person** - Patient or Representative Pick Up (Government issued ID required)

☐ **Fax** to the following number: (For 25 pages or less) _____

☐ **U.S. Mail** - The information will be mailed to the address provided above for the individual authorized to receive the information

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I, _____ (print name**) acknowledge the following statements:**

I understand that this authorization will expire upon the fulfilment of this disclosure.

I understand that signing this form is voluntary and I have the right to refuse to sign it. However, if I refuse to sign the GW Medical Faculty Associates, will not release my medical records except as authorized under HIPAA. My treatment, payment, enrollment in a health plan, or eligibility for benefits will not be conditioned based upon my authorization of this disclosure.

I understand that I may revoke this Authorization prior to when the request has been fulfilled by providing a written notice of revocation to: **GW Medical Faculty Associates Attn: HIM Department: 3811 N. Fairfax Drive, Suite 1000 Arlington VA, 22203**

I understand that the revocation will not apply to information that has already been released in response to this authorization.

By signing this authorization form, I am authorizing the use or disclosure of my protected health information as described above. This information may be re-disclosed if the recipient(s) as described on this form is not required by law to protect the privacy of the information, and such information is no longer protected by federal health information privacy regulations.

_____ _____

Signature of Patient or Personal Representative authorized by law* **Date**

_____ _____

If personal representative, print name **Relationship to patient**

**Signers other than the patient must present legal documentation that authorizes them to act as the Personal Representative.*

Please Mail or Fax this completed Authorization form to the GW Medical Faculty Associates HIM Department			
	Mailing Address	**In Person Address**	
Patients	GW Medical Faculty Associates Attn: HIM Department 2150 Pennsylvania Ave, NW Suite G-206 Washington, DC 20037	GW Medical Faculty Associates Attn: HIM Department 2150 Pennsylvania Ave, NW Suite G-206 Washington, DC 20037	Fax: 202.741.2405
Physician/Insurance /Law Firm or Other Third Party	GW Medical Faculty Associates Attn: HIM Department 2150 Pennsylvania Ave, NW Suite G-206 Washington, DC 20037	Please Mail or Fax this completed Authorization form to the GW Medical Faculty Associates HIM Department	Fax: 202.741.2431