22035-01

CHILDREN'S HEALTHCARE OF ATLANTA
AUTHORIZATION TO RELEASE/OBTAIN PROTECTED HEALTH INFORMATION

PATIENT INFORMATION: Please insert the full legal name and date of birth specific to the patient for whom information is being requested.

HOSPITAL OR CLINIC SENDING RECORDS: This section refers to the hospital or clinic where records are being requested from. If you select the general Children's Healthcare of Atlanta option in this section, it will result in the release of all records. If you specify a particular hospital, clinic, or doctor within the Children's system, records may be provided from ***only*** that hospital, clinic, or doctor.
When authorizing Children's Healthcare of Atlanta to obtain patient records from another facility on your behalf, please include the full name of the facility/person/business, phone number, email address, fax number, and as much additional contact information as possible.

ORGANIZATION/PERSON RECEIVING RECORDS: Identify the full name of the person/business, address, and phone of the entity that is to receive the patient records.

INFORMATION TO BE RELEASED: This section gives us the instructions on what information is to be released. If you select "Routine Record Set", we will disclose the documents that are specific to the patient care visit. This is typically what doctors' offices, hospitals or other healthcare providers need to provide information related to your care. If you select "Any and All Records", your entire record will be provided for a specific visit date or all dates. It is very helpful if you identify the date or range of dates needed by the requester. Please note that the larger your request, the longer it may take us to produce the records.

RELEASE INSTRUCTIONS: This tells us how you would like your information delivered. We can print and mail the documents, email or eDeliver the documents securely. If you wish to view information prior to selection of documents, please identify this on the authorization form and we will contact you to set up a viewing appointment. It is Children's Healthcare of Atlanta's policy NOT to fax patient information except for direct patient care requirements (e.g. to a doctor or clinic). *Please note*: If you select "verbal" release, you are permitting Children's Healthcare of Atlanta to discuss and disclose confidential Protected Health Information (PHI) with the named recipient. Only clinical staff is permitted to verbally release PHI.
You may have some medical records delivered to your MyChart patient portal account. Please note: if you select MyChart, you must have an active MyChart account. If you do not have an active account, you may sign up at https://www.choa.org/patients/medical-records. You may call the MyChart support desk at 404-785-7844 or email mychartsupport@choa.org if you have any questions or issues related to the patient portal.

PURPOSE OF THE REQUEST: Please identify the reason why a copy of the patient record is needed. This is required by law and helps us to track and assign a priority status to your request. It also informs us who may be responsible for the cost of records (where appropriate).

DURATION OF CONSENT, REVOCATION AND OTHER INFORMATION YOU NEED TO KNOW: As required by law, this consent will automatically expire in 12 months UNLESS you write some other expiration date. The authorization is revoked at your written direction to our organization.

Submit Medical Record Request to:

Children's Healthcare of Atlanta
Health Information Services Department
Release of Information
1575 NE Expressway
Atlanta, GA 30329
Phone: 404-785-2431
Fax: 404-785-9060
E-Mail: HISROITeam@choa.org

For a list of Children's Healthcare of Atlanta locations and addresses, please visit www.choa.org.

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PATIENT INFORMATION	Name: (First, Middle, Last) Date of Birth:
HOSPITAL OR CLINIC SENDING RECORDS (Name of the person or facility that will be releasing your information)	___Children's Healthcare of Atlanta (specific location): ________________ - OR- ___Other Facility (non-CHOA): Name of Facility or Person:________________ Address:________________ Day Phone: ________________ City: ________________ State: ________________ Zip: ________________
PERSON/ ORGANIZATION RECEIVING RECORDS (Name of the person or facility that will be receiving your information)	___Children's Healthcare of Atlanta - OR- ___ Other Facility or Person (non-CHOA) Name of Facility or Person: ________________ Address:________________ Day Phone: ________________ City: ________________ State: ________________ Zip: ________________
INFORMATION TO BE RELEASED	Indicate Applicable-Dates of Service:________________ ***Check the Types of Information to be Released:*** ___ Any and All Records ___ Routine Record Set ___ Emergency Room Records ___ Clinic records ___ Hospital Records ___ Surgery Records ___ Lab Reports ___ Immunizations ___ Radiology/EEG Images ___ Billing Records ___ Other: ___ Radiology/EEG Reports
RELEASE INSTRUCTIONS	**Please Choose Release Method/Format**: **Delivery Method:** ___ Paper ___ Mail (to address listed above) ___ Verbal (Recipient Name:________________) ___ Fax (Patient Care Only) ___ CD (x-ray only) ___ On site Review (by Appointment Only) Fax #: ________________ ___ eDelivery (provide email address) email address: ________________ ___ MyChart (patient portal)
PURPOSE OF RELEASE	___ Continuing Care ___ Insurance Reimbursement ___ Legal Action/Review ___ Personal Use ___ Social Security Disability Determination ___ Other: ________________

I acknowledge and agree that I have read (or had someone read to me) the following statements:

- This Authorization **expires in 12 months** from the signed date unless an alternative date is inserted here: ________________
- I place no limitations on history or illness (including HIV and/or AIDS, genetic, drug dependency or psychiatric information) or diagnosed and therapeutic information, including any treatment for alcohol, drug abuse, or psychiatric disorders.
- I may refuse to sign this authorization and that it is strictly voluntary and that my treatment, payment, enrollment or eligibility for benefits may not be conditioned on signing this authorization.
- I may revoke my consent at any time by submitting my revocation request in writing. The revocation of this request will not affect any health information disclosed prior to Children's Healthcare of Atlanta receiving my written notice.
- I understand that information disclosed may be subject to redisclosure and may no longer be protected by federal privacy regulations.
- I understand that if I have consented to verbal release, confidential information disclosed may include information about the patient's treatment at Children's obtained from interviews of the family, physicians and hospital personnel, or from the patient's medical records, including images of any kind, and I place no limitation on the PHI disclosed pursuant to this authorization. I hereby waive the right to or interest in the confidentiality of this patient information.
- I understand that I have a right to see and obtain a copy of the information described on this form, for a reasonable copy fee, if I ask.
- I understand that I may have a copy of this signed form, if I ask for one.

ATTENTION: Please review the information below carefully. If information is missing, the request may not be processed.

- **If the patient is 18 years of age or older**, the patient must sign and date the form.
- **If the patient is 18 years of age or older and lacks capacity to sign**, a legally authorized person may sign and date the form. Please indicate your legal authority and include documentation of your relationship:
  ___Legal Guardian or Conservator ___Health Care agent (Health Care Power of Attorney)
- **If the patient is 17 years of age or younger**, the patient's parents or legal guardian must sign and date the form, unless an exception exists under state or federal law. Please indicate your relationship:
  ___Parent ___Legal Guardian (Please attach documentation of guardianship)

By signing, I understand that I am authorizing Children's Healthcare of Atlanta to release/obtain information as described above. I hereby release Children's (and its affiliates, officers, directors, trustees, employees, medical staff members and agents) from any and all claims, liability, suits or costs related to the use of images or disclosure of the information and materials described herein.

________________ ________ ________________
Patient/Legal Guardian Signature Date Authority to act on behalf of patient (attach document)