

## AUTHORIZATION FOR DISCLOSURE OF HEALTH INFORMATION

This document authorizes disclosure of individually identifiable health information required by State and Federal law.

Failure to provide all information requested may invalidate this authorization.

### A. PATIENT INFORMATION:

Patient Name (please print): \_\_\_\_\_

Date of Birth: \_\_\_\_\_ SSN (optional): \_\_\_\_\_ Other names: \_\_\_\_\_

### B. ABOUT THE HEALTH INFORMATION:

I request and authorize the release of health information on the above-named patient for health care services provided by:

- |   |  |
|---|--|
| <input type="checkbox"/> Santa Barbara Cottage Hospital     | <input type="checkbox"/> Goleta Valley Cottage Hospital  |
| <input type="checkbox"/> Santa Ynez Valley Cottage Hospital | <input type="checkbox"/> Cottage Rehabilitation Hospital |
| <input type="checkbox"/> Pacific Diagnostic Labs (PDL)      | <input type="checkbox"/> Cottage Urgent Care             |
|   | <input type="checkbox"/> Other: _____                    |

Please note: Mental Health/Chemical Dependency and HIV results are protected by special confidentiality laws that require you specify if this data is to be included in this disclosure. Please indicate if you want the specific information noted to be included:

- \*Mental Health       Chemical Dependency       HIV

\*California State Law requires we obtain written permission from the Attending Physician

Date(s) of visit or care (please be specific): \_\_\_\_\_

Health information to be released:  Emergency Dept. Record  Provider (Physician) Notes

Diagnostic Test Results (Labs, Radiology Reports, Etc.)  Operative/Procedure Report(s)

Radiology Images  Billing  Other (please specify): \_\_\_\_\_

This information will be used for the following purpose(s):  Continuation of Care

Insurance     Legal     Personal files     Other: \_\_\_\_\_

### C. TO WHOM INFORMATION SHOULD BE GIVEN:

I authorize this information be disclosed to:  Patient (self)

Other, Name: \_\_\_\_\_

Recipient contact number: (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

D. DELIVERY METHOD (select one):  MyChart  Pick-up (appointment only)

E-mail (patient only): \_\_\_\_\_

Mail: \_\_\_\_\_  
(Street address) (City) (Zip)

**E. EXPIRATION:**

This authorization is effective now and will remain in effect until (insert date): \_\_\_\_\_  
If no date is indicated, this Authorization will expire 12 months after the date of signing this form.

**F. YOUR RIGHTS:**

- You have a right to receive a copy of this Authorization. If you need to have a copy mailed to you, please provide complete mailing address where you wish to have the copy sent:

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

Copy provided:  Yes  No Comment(s): \_\_\_\_\_

- You have a right to revoke (withdraw) this authorization at any time by submitting a signed written request to: Health Information Management, Santa Barbara Cottage Hospital (see address below).

**G. RESTRICTIONS:**

The recipient of the protected health information is prohibited from redisclosing the information unless the recipient obtains another authorization from me or unless the disclosure is specifically required or permitted by law.

**H. COST & TIME**

Cost: There may be a fee for copies of medical records. You will be notified in advance if there are any fees incurred. This fee is waived for copies of health information sent directly to a health care provider. **Copies are usually available within 15 days after a valid request is received.**

**I. AUTHORIZING SIGNATURE: (VALID ELECTRONIC SIGNATURES WILL BE ACCEPTED)**

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

Print Name: \_\_\_\_\_

Requester contact number (if different than recipient): (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

If not signed by the patient, please indicate relationship: \_\_\_\_\_

Legal proof validating authority will be required before this request can be honored:

- Parent or guardian of minor patient (to the extent minor could not have consented to care)
- Guardian or conservator of an incompetent patient
- Beneficiary or personal representative of a deceased patient

**❖ Submit completed form to Health Information Management via any method below:**

**E-MAIL:** medicalrecords@sbch.org

**FAX:** (805) 749-2879

**MAIL:** Cottage Health, H.I.M. Dept., P.O. Box 689, Santa Barbara, CA 93102

**If you have questions, please call 805-879-8970**