



Authorization to Release Information

We are committed to the privacy of your health information. Please read this form carefully.

<input type="checkbox"/> Office of Maine Care Services	<input type="checkbox"/> Substance Abuse and Mental Health Services
<input type="checkbox"/> Office for Family Independence including Medical Review Team	<input type="checkbox"/> Office of Child and Family Services
<input type="checkbox"/> Maine Centers for Disease Control and Prevention	<input type="checkbox"/> Office of Aging and Disability Services
<input type="checkbox"/> Dorothea Dix Psychiatric Center	<input type="checkbox"/> Other:
<input type="checkbox"/> Riverview Psychiatric Center	

Individual's Name:	Individual's Date of Birth:
	Individual's Social Security Number:

Individual's Address:

Street	Town/City	State	Zip Code
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Records to be released, including written, electronic and verbal communication:

All Healthcare, including treatment, services, supplies and medicines

Claims Information Billing, payment, income, banking, tax, asset, and/or other information regarding eligibility for DHHS program benefits such as MaineCare

Other: _____

Limit to the following date(s) or type(s) of information:
(e.g. "lab test dated June 2, 2013" or "hospital records from 1/1/12- 1/15/12")

I authorize the DHHS office(s) checked above to: Release my information to: Obtain my information from:

Name: _____

Address: _____

Street	Town/City	State	Zip Code
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Fax No., where applicable: _____ Phone No. to verify Receipt of Fax _____

If requesting that electronic information be transmitted by email, please clearly print the email address below:

I understand that DHHS systems may not be able to send my information securely through email. I understand that email and the internet have risks that DHHS cannot control and that the information possibly could be read by a third party. I accept those risks and still request that DHHS send my information by email. Initials _____

Please allow the office(s) named above to disclose my information for the following purpose(s):

Legal Insurance Coordination of Care Personal Request Other:

By initialing below, I agree to disclose the following types of records:

_____ **Mental health treatment provider or program**

_____ **Substance/Alcohol/drug abuse treatment provider or program**

_____ **HIV infection status or test results:** Maine law requires us to tell you that releasing this information may have implications. Positive implications may include giving you more complete care, and negative implications may include discrimination if the data is misused. DHHS will protect your HIV data, and all your records, as the law requires.

I (individual/personal representative of individual) give permission to DHHS to release and/or obtain my records as written on Page 1 of this form. If I am disclosing healthcare information, I agree that records of other providers (such as doctors, hospitals, and counselors) in my DHHS file are included in this release. This form will remain in effect for one year from the date I sign below, and other releases of my information, including conversations about my care, payment, or benefits, are allowed during that time unless I take back my permission.

I further understand and agree that:

- Unless I am applying for benefits, DHHS will not condition my treatment, payment for services, or benefits on whether I sign this form.
- I have the right to make a written request to review my records. If I wish to receive a copy of my healthcare or billing information, a copy fee may be charged as permitted by law.
- If I want to review my mental health program or provider records before they are released, I must check **THIS BOX**. I understand that the review will be supervised.
- I may revoke (take back) my permission to share my records at any time by contacting the Privacy Official of the office releasing those records. To reach the appropriate DHHS office, I may call 207-287-3707 and ask for the office where I receive services.
- I understand that taking back my permission does not apply to the information that was already shared after I signed this form.
- If I take back my permission, or if I refuse to release some or all of my healthcare or insurance information, that may result in improper diagnosis or treatment, denial of insurance coverage or a claim for health benefits, or other adverse consequences.
- DHHS offices will keep my information confidential as required by law. If I give my permission to share my records with people who are not required by law to keep them private, they may no longer be protected by federal confidentiality laws.
- If alcohol or drug treatment records are included in this release, federal law requires DHHS to say in writing that those records may not be shared with others without my written permission, unless required or permitted by law.
- I am signing this form voluntarily, and I have the right to a signed copy of this form if I request one.

Date: _____ Signature _____

Personal Representative's authority to sign: _____