AUTHORIZATION TO USE AND DISCLOSE PROTECTED HEALTH INFORMATION

	Initial here if requesting information from Centennial Hills Hospital Medical Center. **Note:** There will be a charge of $6.50 for copies of PHI maintained electronically and requested in an electronic format (email or CD-ROM) for releases of PHI for all reasons other than continued patient care. For copies of PHI provided on paper, there will be a charge of $0.10 per page.
	Initial here if requesting access to review original medical records.
	Initial here if requesting patient record to be provided in electronic format (CD) or secure e-mail.
	Patients are entitled to one (1) free Compact Disc (CD) containing radiology images/films/recordings. Any requests for additional copies will be subject to a $10 fee per CD.

Patient Name at Time of Treatment | **Date of Birth** | **Social Security Number**

Street Address | **Home Phone Number**

City | **State** | **Zip Code** | **Work Phone Number**

Email

This document authorizes Centennial Hills Hospital Medical Center to use and disclose Protected Health Information (PHI) as described below. Uses and disclosures of PHI will be consistent with Nevada and Federal law concerning the privacy of PHI. **Failure to provide all information requested will delay action on this Authorization.**

1. ***Person(s)/Organization(s) authorized to receive the PHI:*** ❑ **Centennial Hills Hospital Medical Center** ❑ **Self**
   ❑ Other: _____
2. ***Purpose of Requested Use or Disclosure:*** ❑ **Cont. Care** ❑ **Insurance** ❑ **Attorney**
   _____
3. ***Description of the information included in Use or Disclosure:*** ***Treatment date(s):*** _____ ***to*** _____
   - ❑ Billing Record
   - ❑ All PHI In Medical Record (Complete Chart Copy)
   - ❑ Radiology Images CD
   - ❑ Discharge Summary
   - ❑ History and Physical
   - ❑ Operative Report
   - ❑ X-Ray Report
   - ❑ Lab Reports/Pathology Reports
   - ❑ Emergency Department
   - ❑ Other (please specify): _____
4. ***By signing my initials next to the specific category of highly confidential information, I am authorizing Centennial Hills Hospital Medical Center to release the indicated type of information next to my initials pursuant to this Authorization from the treatment date(s) listed above.***
   _____ HIV/AIDS _____ Drug and Alcohol Information _____ Genetic Information
   _____ Mental Health Information _____ Sexually Transmitted Disease Information _____ Tuberculosis Information
5. ***This authorization will expire 1 year from the date of request unless otherwise specified here:_____(date of expiration)***

NOTICE OF RIGHTS AND OTHER INFORMATION:

1. I understand that I have the right to revoke this authorization at any time. Such requests must be submitted in writing to the attention of Centennial Hills Hospital Medical Center, Health Information Management Department at 6900 North Durango Boulevard, Las Vegas, Nevada, 89149. Phone: (702) 629-1300 Fax: (702) 629-1645. Cancellation of my authorization will be effective when Centennial Hills Hospital Medical Center receives my signed request, but it will not apply to the information that was used or disclosed prior to that date.
2. I understand that refusal to sign this authorization will have no effect on my enrollment, eligibility for benefits, or the amount a third party payor pays for the health services I receive.
3. I understand that the person or entity that receives this information may not be covered by the federal privacy regulations, in which case the information above may be redisclosed and no longer protected by these regulations. I also understand that the person I am authorizing to use and/or disclose the information may receive compensation for the use and/or disclosure.
4. I have a right to receive a copy of this authorization. I may inspect or obtain a copy of the protected health information that I am being asked to use or disclose.

Signature of Patient | **Date**

Signature of Legal Representative | **Print Name** | **Date** | **Relationship To Patient**

Witness | **Date**

Reason Patient Unable to Sign

❑ **I Will Pick Up PHI**
❑ **Mail PHI**
❑ **Please Fax PHI To Physician Indicated**

❑ **Patient received copy of authorization** **Staff Initials:** _____

BAR CODE

RI1001

Centennial Hills Hospital MEDICAL CENTER

AUTHORIZATION TO USE AND DISCLOSE PROTECTED HEALTH INFORMATION

(PMM# 78329158) (R 10/16) (FOD)

PATIENT IDENTIFICATION

Instructions for completing the

AUTHORIZATION TO USE AND DISCLOSE PROTECTED HEALTH INFORMATION (PHI)

IMPORTANT INFORMATION

» The *Authorization To Use And Disclose Protected Health Information* form must be filled out in its entirety. Failure to properly complete the form will result in a delay in processing your request.

» In accordance with 45 C.F.R. § 164.524, copies of your medical records will be provided to you within 30 days.

» Copies of **incomplete** medical records will not be released for purposes **other than** continued patient care.

» Copies ***cannot*** be faxed to a private residence. They can only be faxed to the place of business of another health care provider.

» ***There will be a charge of $6.50 for copies of PHI maintained electronically and requested in an electronic format (email or CD-ROM) for releases of PHI for all reasons other than continued patient care. For copies of PHI provided on paper, there will be a charge of $0.10 per page.***

» ***Patients are entitled to one (1) free Compact Disk (CD) containing radiology images/films/recordings. Any requests for additional copies will be subject to a $10 fee per CD.***

» In accordance with **NRS 629.061.1**, the following is the Centennial Hills Hospital Medical Center policy for requesting medical records for a **deceased patient**:

1. When requesting medical records for a deceased patient, one of the following must be presented:
   - Handwritten will – A handwritten will is valid in Nevada if there is a sole beneficiary and it is signed and dated by the decedent. No witness or notary signature/stamp is required. It is assumed (and accepted) that the sole beneficiary is Executor. A non-interested third party must sign an affidavit stating that the signature of the decedent is authentic.
   - Regular will – This must state that the decedent was in sound mind, over 18 and not under duress at the time of the will's creating. It must be witnessed by two other people and notarized to be "self-proving"(i.e. valid).
   - Special Letter of Administration – A special letter of administration can be issued by Probate specifically to authorize an individual to obtain the medical record of the decedent provided that there are no assets in the estate. This process has no cost and takes two days.
   - Probate: If there is no valid will, the petitioner must request a hearing with Probate to be named Executor. It generally takes 2-3 weeks from the time of the application to the actual hearing. You must contact the office of the Probate Court for additional information.

   Address: Probate Specialist, Building, 330 S Third Street Suite 1060 (on the 10th floor), Las Vegas, NV 89101-2408

   Phone: 702-455-2650

INSTRUCTIONS:

In the boxes at the top of the form:

- Initial the first box if you are requesting records from Centennial Hills Hospital. This includes any request to disclose records to another health care provider (continued patient care).
- Initial the second box if you are requesting to have records sent from another facility (hospital, clinic, physician's office, surgery center, etc.) ***to*** Centennial Hills Hospital.
- Initial the third box if you are requesting to view original medical records at Centennial Hills Hospital. You will be supervised while you review original medical records.

Indicate the following:

- **Patient's** name at the time of treatment, date of birth, Social Security Number.
- Home and work telephone numbers and street address of patient (requestor), or the address to which records are to be mailed.

In the Black Box in the middle of the form, please indicate the following:

1. Indicate the Person(s)/Organization authorized to ***release*** the records. If you are requesting records **from** Centennial Hills Hospital, check the box. If you are requesting records from another hospital, clinic, physician's office, surgery center, etc., indicate the name, address, telephone number and fax number of that physician or health care provider.
2. Indicate the Person(s)/Organization authorized to ***receive*** the records. If you are requesting records to be **sent to** Centennial Hills Hospital, check the box. If you are requesting that Centennial Hills Hospital send records to another hospital, clinic, physician's office, surgery center, etc., indicate the name, address, telephone number and fax number of that physician or health care provider.
3. Indicate the purpose of the disclosure (e.g. continued patient care, personal use, Attorney).
4. Provide a description of the specific records to be copied or sent:
   - Provide the most accurate treatment dates possible.
   - Check the box(es) next to the corresponding type(s) of documentation you are requesting (more than one may apply).
5. Place your initials next to the specific category of highly confidential information to be disclosed. ***Failure to initial next to these items prohibits disclosure of that PHI, and may delay the processing of your request.***
6. List a date or event at which point this Authorization will expire. This date or event is not to exceed one year from the date of the request.

- Sign and date the Authorization to validate it and set it into motion. Unsigned Authorization forms **will not** be honored.
- If the patient is unable to sign (or is a minor), the reason must be indicated and the Legal Representative for that patient must print and sign his or her name, date the form, and indicate his or her relationship to the patient. When applicable, appropriate Power Of Attorney or Probate documentation must accompany the Authorization.
- Indicate by checking the appropriate box whether the PHI is to be mailed, picked up from Centennial Hills Hospital, or faxed.