

Patient name			
MHN	DOB	Age	Gender

## Sharing of Information Authorization

<b>A</b> <b>Patient</b>	Previous last name (if any)		Daytime phone number																								
	Address																										
	City		State	ZIP																							
<b>B</b> <b>Who has the information that is to be disclosed</b>	<input type="checkbox"/> Marshfield Clinic Health System, Inc./Family Health Center, 1000 N. Oak Ave., Marshfield, WI Phone: 1-800-782-8581, ext. 7-5687 <input type="checkbox"/> _____																										
	Address _____ City _____ State _____ ZIP _____ Phone _____ Fax _____																										
<b>C</b> <b>To whom the information should be disclosed</b>	Name		Phone number																								
	Attention		Fax																								
	Address																										
	City		State	ZIP																							
<b>D</b> <b>Medical or other information to be shared with relatives or other persons</b> Check (✓) box(es) to indicate the information you want shared	<input type="checkbox"/> Medical treatment information can be disclosed: written or verbal communication, voice mail, appointment verification (excluding mental health treatment, AODA treatment, HIV test results)																										
	Check individual items below that can be shared: <table style="width: 100%; border: none;"> <tr> <td><input type="checkbox"/> Mental health treatment notes</td> <td><input type="checkbox"/> Dental</td> <td><input type="checkbox"/> Research</td> </tr> <tr> <td><input type="checkbox"/> Alcohol and other drug therapy</td> <td><input type="checkbox"/> My Marshfield Clinic – online health management</td> <td></td> </tr> <tr> <td><input type="checkbox"/> Neuropsychology notes</td> <td><input type="checkbox"/> Authorize release of my medical records (which may include authorizing release of medical records to other facilities on my behalf)</td> <td></td> </tr> <tr> <td><input type="checkbox"/> My medical history number</td> <td></td> <td></td> </tr> <tr> <td><input type="checkbox"/> Treatment of HIV/AIDS, including test results</td> <td></td> <td></td> </tr> <tr> <td><input type="checkbox"/> Billing information about my account which may include health information</td> <td></td> <td></td> </tr> <tr> <td><input type="checkbox"/> Physician at Marshfield Clinic Health System (e.g. my spouse, parent, child) can access my electronic medical record (EMR)</td> <td></td> <td></td> </tr> <tr> <td><input type="checkbox"/> Specific information as follows: Diagnosis</td> <td></td> <td></td> </tr> </table>				<input type="checkbox"/> Mental health treatment notes	<input type="checkbox"/> Dental	<input type="checkbox"/> Research	<input type="checkbox"/> Alcohol and other drug therapy	<input type="checkbox"/> My Marshfield Clinic – online health management		<input type="checkbox"/> Neuropsychology notes	<input type="checkbox"/> Authorize release of my medical records (which may include authorizing release of medical records to other facilities on my behalf)		<input type="checkbox"/> My medical history number			<input type="checkbox"/> Treatment of HIV/AIDS, including test results			<input type="checkbox"/> Billing information about my account which may include health information			<input type="checkbox"/> Physician at Marshfield Clinic Health System (e.g. my spouse, parent, child) can access my electronic medical record (EMR)			<input type="checkbox"/> Specific information as follows: Diagnosis	
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Provider _____		Date range _____																									

# Sharing of Information Authorization (Continued)

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**E**  
**Special medical record release by minor**

I am a minor and I have received medical care that requires or allows me to consent to the release of medical records of this care to my parents or any one else.

Check (✓) boxes of medical records to be disclosed:

- Outpatient alcohol or other drug dependency care (12 years or older) *(parent may also be required to sign below)*
- Inpatient alcohol or other drug dependency care – detoxification only (12 years or older) *(parent may also be required to sign below)*
- Rape or sexual assault/abuse (12 years or older) *(parent may also be required to sign below)*
- Outpatient mental health care (14 years or older)
- Inpatient mental health care (14 years or older)
- Neuropsychology notes (14 years or older) *(parent may also be required to sign below)*
- HIV/AIDS test results (14 years or older)
- Sexually transmitted disease (17 years or younger)
- Pregnancy test (17 years or younger) *(parent may also be required to sign below)*
- Birth control pills or devices (17 years or younger) *(parent may also be required to sign below)*
- Pregnancy-related care or care of newborn (17 years or younger)
- Physician at Marshfield Clinic Health System (e.g. my spouse, parent, child) can access my electronic medical record (EMR) including but not limited to information above *(parent may also be required to sign below)*

Patient signature \_\_\_\_\_ Date (m/d/y) \_\_\_\_/\_\_\_\_/\_\_\_\_

**F**  
**Expiration**  
 Check (✓) box to indicate the expiration per this request

This authorization will remain in effect:

- From the date this authorization is signed until the \_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_
- Until you cancel this authorization in writing.
- Until the following event occurs, specify event \_\_\_\_\_
- Other, specify \_\_\_\_\_

**G**

**By signing this, you specifically authorize the use and disclosure of the information you selected above. You acknowledge that you have reviewed and understand this authorization form, including the notices below.**

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
 Patient signature (Patient's legal representative) (Relationship to patient) Signature date (m/d/y) Phone number

**Send completed form to: Health Information Management, HM2, Marshfield Clinic Health System, 1000 North Oak Avenue, Marshfield, WI 54449 Fax: 715-389-0564 E-mail: himspec@marshfieldclinic.org**

## Sharing of Information Authorization (Continued)

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**Redisclosure notice to patient:** If the person(s) and/or organization(s) listed on the front side are not health care providers, health care clearinghouses, or health plans, the health information disclosed as a result of your authorization may no longer be protected by the Federal privacy standards if such person(s) and/or organization(s) redisclose your health information.

**Disclosure notice to recipient of patient health care records:** Unless otherwise authorized by Section 146.82 of the Wisconsin Statutes, you are prohibited from making any further disclosure of patient health care records without the specific written authorization of the person who is the subject of such records.

**Disclosure notice to recipient of mental health, alcohol and/or drug treatment records:** This information has been disclosed to you from records whose confidentiality is protected by federal law. Federal regulations (42 CFR Part 2) prohibit you from making any further disclosure of it without the specific written consent of the person who is the subject of such information or as otherwise permitted by such regulations. A general authorization for the release of medical or other information is NOT sufficient for this purpose.

### Your rights with respect to this authorization

- *Right to receive copy of this authorization* – You have the right to receive a copy of this authorization.
- *Right to refuse to sign this authorization* – You have the right to refuse to sign this authorization. The person(s) and/or organization(s) listed above may not condition treatment, payment, enrollment in a health plan or eligibility for health care benefits on your decision to sign this authorization except regarding:
  - research-related treatment
  - health plan enrollment or eligibility
  - the provision of health care that is solely for the purpose of creating protected health information for disclosure to a third party

- *Right to withdraw this authorization* – You understand that if you want to cancel this authorization, you must do so in writing. To obtain a form to cancel this authorization, you may contact the Health Information Management (medical records) department. You understand that your cancellation will not be effective as to uses and/or disclosures of your health information that the person(s) and/or organization(s) listed above have made prior to the receipt of your cancellation form. You understand that if the authorization was obtained as a condition of obtaining insurance coverage, other law provides the insurer with the right to contest a claim under policy or the policy itself.
- *Right to inspect a copy of the health information to be used or disclosed* – You understand that you have the right to inspect or copy (may be provided at a reasonable fee) the health information you have authorized to be used or disclosed by this authorization form. You may arrange to inspect your health information or obtain copies of your health information by contacting the Health Information Management (medical records) department.
- *HIV test results* – Your HIV test results may be released without your authorization to persons/organizations that have access under Wisconsin law and a list of those persons/organizations is available upon request.
- *Mental health treatment records* – You have the right to inspect and receive a copy of your mental health treatment records to the extent required by HFS 92.05 and 92.06 of the Wisconsin Administrative Code.