

**EXETER HOSPITAL**5 Alumni Drive Exeter, NH 03833 603.778.7311
www.exeterhospital.com

PATIENT ID OR LABEL

**Patient Authorization for Release of
Protected Health Information / Medical Records TO OTHER PARTY***This is a duplex form Page 1 of 2
Additional Information on Page 2*

Patient Name: (Last, First, Middle)		Date of Birth:	
Patient Address:		Phone Number: () -	
City:		State:	Zip:
I Authorize Exeter Hospital To: (check one or more options below)			
☐ RELEASE TO: ☐ REQUEST FROM: ☐ <i>Communicate Verbally With:</i>			
Name:		Attention:	
Address:		Apt/Suite:	Phone Number () -
City:		State:	Zip:
Fax Number (Required for Urgent Continued Care Purposes): () -			

Records are Requested For the Purpose(s):
☐ Attorney ☐ Disability ☐ Insurance ☐ Physician ☐ Workers Compensation ☐ Other(Specify) _____
MEDICAL RECORDS TO RELEASE:**Dates of Care Included:** FROM: _____ TO: _____☐ **Standard Record Set*:** (See page 2 for details) **Exclude:** _____☐ **Other** (specify): _____☐ **Certified** (as required for legal court proceedings only)☐ **Radiology Images and Report(s) on CD**

There may be a fee associated with your request, see page 2 for additional information. Released information may contain alcohol/drug abuse treatment and psychiatric information (not to include psychotherapy notes).*

Specific Consent: I consent to the release of information concerning HIV testing/results, genetic testing, and adoption. If you do not consent, initial here: _____.

RELEASE COPIES IN REQUESTED FORMAT:
☐ Paper ☐ Electronic* (.pdf file on CD) *See next page for details regarding electronic format
☐ Other (specify): _____**DELIVERY METHOD:**
☐ Regular Mail ☐ Other: _____

Unless otherwise requested, records will be mailed using first-class United States Postal Service (USPS).

- I understand that signing this authorization is voluntary and that **I have the right to refuse to sign this authorization.** If I refuse to sign this authorization, **Exeter Hospital will not condition treatment** on my providing this authorization unless treatment involves research or is performed only for the purpose of creating protected health information for disclosure to a third party (e.g. insurance physical).
- I understand that that **I may revoke this authorization**, in whole or in part, at any time, by written notice delivered to Exeter Hospital Health Information Management department, except to the extent Exeter Hospital has already used or disclosed information in reliance on my authorization.
- I understand that the information used or disclosed under this authorization is confidential and must be used for the purpose described above and that the recipient of the information disclosed under this authorization **may re-disclose the information** and the information may no longer be protected by federal or state confidentiality laws.

EXPIRATION DATE: This authorization **will expire in 90 days** from the date of my signature below or on: _____.

Date Signed:	Patient Signature:
Print Name: _____ If not signed by patient, indicate authority/relationship and include evidence of appointment: _____	



**Patient Authorization for Release of
Protected Health Information / Medical Records TO OTHER PARTY***This is a duplex form Page 2 of 2
Additional Information on Page 2***PLEASE READ**

- ***Notice of Fees:** There **may be a charge for the cost of copying the records** released under this authorization in accordance to New Hampshire state law (NH RSA 151:21, X and NH RSA 332-I:1,I) or the HIPAA Privacy Rule (45 CFR 164.524). Exeter Hospital may use a business associate to fulfill your requests for release of information in accordance with state and federal regulations.
- It is a violation of Federal and State law for a covered entity to release protected health information (PHI)/medical records to an unauthorized party. By signing this form you are affirming you are the person to whom the PHI you are asking to have access belongs to you or that you have the legal authority to release/request the information.
- ***Requests for Medical Records in Electronic Format:** Medical Records will be delivered using a secure format unless requested otherwise. Limitations may apply; an Exeter Hospital representative may contact you to discuss your request with you if necessary. If the request for electronic delivery cannot be accommodated, an alternative delivery method will be provided.
 - In the event you have requested un-encrypted (non-secure) medical records in electronic format, you are accepting the risk and releasing Exeter Hospital from all liability in the event your protected health information (PHI) is received or intercepted and subsequently accessed, re-disclosed, or acquired by another individual other than yourself. Media on CD or file attachments in an email could be accessed without a secure password and is otherwise accessible to anyone who has access to your postal mail or email account. Un-encrypted email can also be intercepted, or potentially misdirected and accessed or compromised by unauthorized individuals.
- ***Standard Record Set** includes pertinent information from care received for the dates requested and includes all in-patient and out-patient physician authored reports (e.g., a Discharge Summary, Operative and Procedural Report, Emergency Room Report) and the reports of any testing (e.g., radiology, laboratory, pathology, and cardiovascular). *Dates of Care* section must state actual date range. Terms such as "beginning", "end", and "discharge" are not accepted.
- Photo ID is required if medical records are being picked up by the individual authorized by the patient/legal representative.
- Be sure to write legibly and complete all sections on the authorization to avoid possible delay in the processing of your request.
- Please allow up to 30 days for the processing of your request for the release of medical records. See 45 CFR 164.524(b)(2). (In most cases records are available/provided within 1-10 days.)
- If you have been named as the Durable Power of Attorney for Health Care (DPOAHC) for a patient, you may authorize release of medical records *only* in the event the DPOAHC has been invoked by a Physician or Court (copy of the order is required if *not* invoked at Exeter Hospital)
- **You may submit this request for medical records to the Health Information Management (HIM) department via regular mail, hand-delivery, email at HIMROI@ehr.org, or by faxing to 603-580-6598. If you have additional questions or need assistance completing this form, please contact the HIM office at 603-580-6228.**

