

General Information Release Form

Description

As a part of HIPAA compliance rule, an individual may chose to render his or her signed permission to allow a covered entity (behavioral health provider) to use or disclose the individual's protected health information (PHI) in the form of the client record. If the covered entity obtains or receives a valid Authorization for its use or disclosure of PHI, it may use or disclose information within the record, but the use or disclosure must be consistent with the authorization. The release of records form must be written in plain language. A copy of the signed release must be provided to the individual signing it if the provider (covered entity) is seeking the release. These form include core elements and required statements that must be included in the release form. The release is not valid unless it contains all of the required elements and statements.

This simply means that if you are requested to provide any confidential health records to a third party, you must have your client sign this form, and you must specifically describe in the form what information you are providing, to whom you are providing it, and for what purpose it has been requested. If you are the one requesting use of the confidential health records, you must provide a copy of this form to your client.

Record information that might be requested for release includes:

- Any clinical notes
- Any information that is included in an insurance EOB (explanation of benefits) form
- Evaluations
- Intake paperwork
- Summary of treatment

Covered entities who might request records

- Health insurance companies
- Worker compensation board
- State agencies
- Physicians or attorneys

How to Use

The Therapist and client should sign this form in each other's presence to ensure that there are no questions about the client's intent to authorize disclosure of the information. Keep a copy of the form in the client's permanent file, and provide a copy to the client if requested.