



**AUTHORIZATION TO USE OR DISCLOSE PROTECTED HEALTH INFORMATION  
(RELEASE OF INFORMATION)**

\*ROICOR\*

**\*This request is to release medical records for:**

Last Name \_\_\_\_\_ First Name \_\_\_\_\_ Middle \_\_\_\_\_ Date of Birth \_\_\_\_\_  
 Maiden Name \_\_\_\_\_ Last 4 of Social Security Number \_\_\_\_\_ Telephone Number \_\_\_\_\_  
 Address (Street, City, State, ZIP Code) \_\_\_\_\_

**\*Medical records release from: (Check a box for location)**

Location	<input type="checkbox"/> Daniel Drake Center for Post-Acute Care (DDC)	<input type="checkbox"/> University of Cincinnati Medical Center (UCMC)	<input type="checkbox"/> University of Cincinnati Physician Office *	<input type="checkbox"/> West Chester Hospital (WCH)
Mailing Address	Medical Records Services University of Cincinnati Medical Center 234 Goodman St.; ML0738 Cincinnati, OH 45219		UCP/MRO – Suite 2830 Victory Parkway Cincinnati, Ohio 45206	Medical Records Services West Chester Hospital 7777 University Drive, Suite A West Chester, OH 45069
Phone Number	(513) 584-0444		(513) 245-3711	(513) 298-7750
Fax Number	(513) 584-0739		(844) 239-8077	(513) 298-7765
Email Address	<a href="mailto:Drake-medical-records@uchealth.com">Drake-medical-records@uchealth.com</a> <a href="mailto:UCMC-medical-records@uchealth.com">UCMC-medical-records@uchealth.com</a>			<a href="mailto:WCH-medical-records@uchealth.com">WCH-medical-records@uchealth.com</a>

**\*If you selected UC Physician Office, please specify provider name, location or specialty:** \_\_\_\_\_

**\*Medical records release to:**

Name of Person or Organization: \_\_\_\_\_  
 Address (Street, City, State, Zip Code) \_\_\_\_\_  
 Recipient Phone #: \_\_\_\_\_ Recipient Fax #: \_\_\_\_\_

**E-mail address:** \_\_\_\_\_ **Send to MyChart** \_\_\_\_\_

**\*Treatment Dates:** From \_\_\_\_\_ To: \_\_\_\_\_

**\*Purpose of Request:**  Self/Personal  Continuity of Care  Legal  Disability  Insurance

The following information to be disclosed (please check):	<input type="checkbox"/> Abstract <input type="checkbox"/> Discharge Summary <input type="checkbox"/> History and Physical examination <input type="checkbox"/> Consultations, including psychiatric evaluations <input type="checkbox"/> Operative report or procedure reports <input type="checkbox"/> Emergency Department Record <input type="checkbox"/> Laboratory reports, including drug screens	<input type="checkbox"/> Radiology or x-ray reports <input type="checkbox"/> Interdisciplinary records (progress notes) <input type="checkbox"/> Medication lists and documentation <input type="checkbox"/> Nursing notes <input type="checkbox"/> Physician orders <input type="checkbox"/> Other _____
Sensitive Information	I understand that the information in my records may include information relating to sexually transmitted diseases, Acquired Immunodeficiency Syndrome (AIDS) or Human Immunodeficiency Virus (HIV) infection. It may also include information about behavioral or mental health services or treatment for alcohol and drug abuse.	
Right to Revoke	I understand that I have the right to revoke this authorization at any time. I understand that if I revoke this authorization, I must do so in writing via mailing or faxing to one of the locations listed above. I understand that revocation will not apply to information that has already been released based on this authorization.	
Expiration	Unless otherwise revoked, this authorization will expire on the following date or when the following event or condition occurs: _____ <b>If I do not specify an expiration date, event, or condition, this authorization will expire in 1 year.</b>	
Re-disclosure	I understand that any disclosure of information carries with it the potential for re-disclosure and the information may not be protected by federal confidentiality rules.	
Other Rights	I understand that authorizing the disclosure of this health information is voluntary. I can refuse to sign this authorization. UC Health cannot condition my treatment on the provision of this authorization. Research participation requires a separate authorization by the patient. I understand that I may inspect or obtain a copy of the information to be used or disclosed. If I have any questions about disclosure of my health information, I can contact the Health Information Management (HIM) Department by calling the number listed above.	

**\*Date:** \_\_\_\_\_ **Time:** \_\_\_\_\_ **\*Print Name:** \_\_\_\_\_

Signature of Patient or Legal Representative \*: \_\_\_\_\_

**If Signed by Legal Representative, relationship to patient** \_\_\_\_\_

Legal representative must provide a copy of guardianship, Executor of Estate, or Power of Attorney (POA) documents

## Quick Tips for Requesting Your Medical Record

- ↻ For “Continuity of care” the receiving caregiver typically only wants to receive an “Abstract” of key information from the medical record. The same “Abstract” sent to caregivers also almost always meets the need for individual use.
- ↻ A Medical Record “Abstract” contains the following:
  - ↳ Discharge Summary—this document is a summary of the care, treatment, and services.
  - ↳ Emergency Department Record
  - ↳ History and Physical—this form details the history of present illness and any relevant past history
  - ↳ Operative Reports—this report details the surgeon’s findings, technical procedures used, specimens removed and postoperative diagnosis
  - ↳ Consultation(s) Reports(s)—this report documents the findings of a physician requested to examine a patient
  - ↳ Radiology, X-ray & Lab reports
- ↻ **There is a charge for medical records copies.** Requestors will be sent a prepayment invoice from our copying service MRO. Upon determination of total cost and once payment is received, the charts will be sent.  
  
**\*\*Please note:** The state of Kentucky is the only place that offers 1 FREE copy of your chart, NOT Ohio\*\*
- ↻ The Health Insurance Portability and Accountability Act (HIPAA) does not specify a timeframe for requests from third parties with an authorization, although UC Health will put forth every effort to provide records in a timely manner.
- ↻ The Health Insurance Portability and Accountability Act (HIPAA) allows healthcare providers 30 days to process records. UC Health puts forth every effort to provide records more timely, however occasionally the full 30 days are required to fulfill your request.