

Medical Records Department
1109 South Lincoln Avenue
Urbana, IL 61801

Phone (217) 333-2700 Fax (217) 244-6495

<i>place label here</i>
Name: _____
UIN: _____
Date: _____

AUTHORIZATION FOR DISCLOSURE OF CONFIDENTIAL HEALTH CARE INFORMATION

➤ Name (Please Print) _____ UIN _____
 Date of Birth _____ Current Phone # _____ Date of Request _____

➤ I authorize McKinley Health Center to: (select one) release receive
 information from my patient records as described below (specify who records will be sent to or received from):

Agency/Facility/Person _____
 Address _____
 City, State, Zip _____
 *Phone # _____ *Fax # _____ *For Health Care Facility Fax Use Only

➤ Specific Records to be Disclosed: Immunization Records Clinic Notes Laboratory Reports
 X-ray Reports X-ray Images (Call 217-333-2752 for x-ray image charges) Physical Exam
 Verbal Communication Other: Specify _____

➤ Approximate date(s) of treatment: _____

➤ Purpose of Disclosure: Continuing medical treatment Referral Volunteer Work
 School admission requirements Other _____

➤ Specify Method: Mail Fax (to health care facilities/schools only) Hand Carry
 of Delivery (Select only one) Upload to MyMcKinley Student Health Portal (available only if enrolled 2012 or later)
 Note: Entire records cannot be uploaded

➤ By checking the box or boxes below, you are authorizing the release of the following information:
 HIV/AIDS (as defined by Illinois Statute) – will not be released unless specifically indicated.
 Alcohol and/or drug abuse treatment information protected under the regulations in 42 Code of Federal Regulations – will not be released unless specifically indicated. *Signature of witness is required below.*
 Mental Health information (as defined by Illinois Mental Health and Developmental Disabilities Confidentiality Act) – will not be released unless specifically indicated. *Signature of witness is required below.*

➤ I UNDERSTAND THE FOLLOWING PROVISIONS:
 ♦ I have the right to inspect and receive copies of information to be disclosed. I have the right to revoke this consent at any time.
 ♦ Revoking this consent shall have no effect on disclosures made before the revocation of consent.
 ♦ Any revocation of consent must be submitted in writing to the Medical Records Unit and signed by the person who gave the consent.
 ♦ The confidential information disclosed and used pursuant to this Authorization may be subject to redisclosure by the recipient and no longer protected by law. **
 ♦ It has been explained to me that if I refuse to consent to this disclosure of information, the following are the consequences: _____ (specify if any)
 ♦ This authorization expires 90 calendar days after it is signed or upon the following specific date, event or condition: _____

➤ Signature of Patient or Consenting Individual _____ Date _____
 If signature is not of Patient, indicate relationship _____
 Signature of Witness _____ Date _____

**NOTICE TO RECEIVING AGENCY/FACILITY/PERSON: Under the provisions of the Illinois Mental Health and Developmental Disabilities Confidentiality Act, you may not redisclose any records disclosed pursuant to said Act unless the person who consented to this disclosure specifically consents to such redisclosure.

For Office Use Only				RECORDS COMPLETED: Method:			
# pages	Date	Method	Init	# pages	Date	Method	Init

1) Mailed, 2) Faxed, 3) Uploaded to Portal
 4) Hand Carry, 5) Carle Connect upload for Referral

MH/3rd party review: Approved Not approved Signature _____ Date _____