# Better Mood Clinic of South Georgia, LLC

**2935 N. Ashley St., Building F**
**Valdosta, GA 31602**
**Phone: (229) 333 - 2273**
**Fax: (229) 506 - 5403**

## Authorization request to RELEASE and/or RECEIVE protected health information

Please print the following information:

Patient (legal name): _____ Patient phone: _____

Address: _____ Date of Birth: _____

_____ SSN: _____-_____-_____

I authorize the Better Mood Clinic of South Georgia (BMC of SGA) and/or staff to use or disclose my (the patient's) individually identifiable protected health information (PHI). I understand that the information disclosed after this authorization may no longer be protected by federal or state law if there is a concern for my safety or the safety of another individual. Such safety issues that impose a duty to report by law include child abuse or child/elderly neglect, and/or the presentation of a threat to life/safety of the patient or another individual.

BMC of SGA will not condition my treatment on whether I provide authorization of the requested use or disclosure except (1) if my treatment is related to research, or (2) healthcare services are provided to me solely for the purpose of creating PHI for the disclosure to a third party.

**Information to be Used or Disclosed:** Please specify in the blanks below to whom and/or where you would like to release the PHI in your Mental Health, Medical or Electronic Clinical Record (ECR). Your ECR at the BMC of SGA contains **medical notes** (notes summarizing the care you received from a psychiatrist, family practice provider or a nurse practitioner), **psychotherapy notes** (notes recorded by a mental health professional, documenting or analyzing the contents of conversations during a private counseling session or a group, joint, or family counseling session records, **medication notes** (notes listing your medication history) and/or miscellaneous **clinical notes** (notes documenting phone calls, appointments scheduled and appointment history.

**Please specify in the areas below** by specifying what type of PHI you want released and a name and address to where you want to be released from or to. If you want your **psychotherapy notes** released, you will need to fill out a separate or an additional release for psychotherapy.

I authorize the request to ***release*** and/or ***receive*** all of the patient's **Medical, Medication or Clinical notes** as defined in the Health Insurance Portability and Accountability Act of 1996 ("HIPAA Privacy Rule"), ***to or from*** the following:

(Name)_____ Address) _____

(Fax)_____ _ _____

**This release covers the above entity's agents, employees, experts, and consultants.**

Reason for release and/or receive: □ request of the patient/guardian
□ other (examples: doctor, lawyer, etc.) _____

**Person (s) Authorized to Make the Use or Disclosure:**
I hereby authorize the healthcare provider to include any psychiatrist, psychologist, mental health professional, physician, pharmacist, or other healthcare practitioner who maintains the patient's PHI to release and/or receive the patient's PHI as specified in this authorization.

**Check *each box* next to the statements as you read them indicating your understanding.**

- ☐ I understand this authorization is voluntary, and the provider cannot condition the patient's treatment on whether or not I sign this authorization.
- ☐ I understand this authorization is binding until revoked by ***written notice*** to the provider.
- ☐ I understand that I may revoke this authorization at any time by notifying the BMC of SGA ***in writing*** at the following address: 2935 N. Ashley St. Bldg F, Valdosta, GA 31602.
- ☐ However, if I choose to revoke this authorization, it will not have any effect on any actions taken **before** the receipt of my revoking this authorization.
- ☐ I understand PHI used or disclosed after this authorization may be subject to disclosure by the recipient of this authorization, in which case the PHI might not be protected under the HIPAA Privacy Rule under the conditions specified above in the first paragraph of page one.
- ☐ ***Under Workman's Compensation***, I understand the PHI will be released to the workers compensation carrier and are not covered under HIPAA.
- ☐ I give permission for the BMC of SGA to disclose any medical, HIV, psychiatric and/or substance abuse information contained in the patient's PHI.
- ☐ I hereby release _____, his/her/its affiliates, agents, employees, medical staff, officers and directors from any liability, damages and expenses arising in connection with the use or disclosure of the patient's PHI following this authorization.
- ☐ I understand my rights to file a complaint in writing if I believe BMC of SGA has violated my privacy rights. Complaints may be filed with the Secretary of Health and Human Services @ 200 Independence Ave. SW, Washington D.C. 20201 or by calling (202) 619-0257. We will not retaliate against you for filing a complaint.
- ☐ I understand that this authorization will **expire 12 months** from the date signed below.
- ☐ I request the PHI to be released be sent in the following format:
  - ○ Paper (a fee of $1.00 will be charged for each page of PHI)
  - ○ Fax transmittal (a fee of $1.00 will be charged for each page of PHI)
  - ○ Electronic transmittal of records (minimal fee of $25; final fee will be dependent on the amount of time spent in retrieval)

_____ _____
Patient Signature Date

_____
(If patient is not 18, or is deemed in capable or incompetent for self-representation, note reason/sign below)

_____ _____
(Name of Patient's Personal Representative) (Signature of Personal Representative)

_____ _____
(Signature of BMC Representative) Date

*[Note: A copy of the signed authorization must be provided to the patient or their representative]*