

AUTHORIZATION TO USE AND DISCLOSE PROTECTED HEALTH INFORMATION

	Initial here if requesting information from Desert Springs Hospital Medical Center. Note: There will be a charge of \$.60 per page for releases of PHI for all reasons other than continued patient care.
	Initial here if requesting information to be sent TO Desert Springs Hospital Medical Center. (Attention: Health Information Management)
	Initial here if requesting access to review original medical records.

Patient Name at Time of Treatment	Date of Birth	Social Security Number
Street Address	Home Phone Number	
City	State	Zip Code
		Work Phone Number

This document authorizes Desert Springs Hospital Medical Center to use and disclose Protected Health Information (PHI) as described below. Uses and disclosures of PHI will be consistent with Nevada and Federal law concerning the privacy of PHI. **Failure to provide all information requested will delay action on this Authorization.**

1. Person(s)/Organization(s) authorized to release the PHI: Desert Springs Hospital Medical Center

2. Person(s)/Organization(s) authorized to receive the PHI: Desert Springs Hospital Medical Center

3. Purpose of Requested Use or Disclosure:

4. Description of the information included in Use or Disclosure: **Treatment date(s):** _____ **to** _____

<input type="checkbox"/> Discharge Summary	<input type="checkbox"/> Pathology Report	<input type="checkbox"/> Outpatient Record	<input type="checkbox"/> Billing Record
<input type="checkbox"/> History and Physical	<input type="checkbox"/> Operative Report	<input type="checkbox"/> Physician's Orders	<input type="checkbox"/> Other (please specify): _____
<input type="checkbox"/> Lab Reports	<input type="checkbox"/> Progress Notes	<input type="checkbox"/> Nurses' Notes	
<input type="checkbox"/> X-Ray Report	<input type="checkbox"/> Emergency Room Record	<input type="checkbox"/> All PHI in Medical Record	

5. By signing my initials next to the specific category of highly confidential information, I am authorizing Desert Springs Hospital Medical Center to release the indicated type of information next to my initials pursuant to this Authorization from the treatment date(s) listed above.

_____ HIV/AIDS	_____ Drug and Alcohol Information	_____ Genetic Information
_____ Mental Health Information	_____ Sexually Transmitted Disease Information	_____ Tuberculosis Information


6. Please list a date or event at which point this Authorization will expire (not to exceed 1 year):

NOTICE OF RIGHTS AND OTHER INFORMATION:

1. I understand that I have the right to revoke this authorization at any time. Such requests must be submitted in writing to the attention of Desert Springs Hospital Medical Center, Health Information Management Department at 2075 E Flamingo Road, Las Vegas, Nevada, 89119. Phone: (702) 369-7700 Fax: (702) 894-5612. Cancellation of my authorization will be effective when Desert Springs Hospital Medical Center receives my signed request, but it will not apply to the information that was used or disclosed prior to that date.
2. I understand that refusal to sign this authorization will have no effect on my enrollment, eligibility for benefits, or the amount a third party payor pays for the health services I receive.
3. I understand that the person or entity that receives this information may not be covered by the federal privacy regulations, in which case the information above may be redisclosed and no longer protected by these regulations. I also understand that the person I am authorizing to use and/or disclose the information may receive compensation for the use and/or disclosure.
4. I have a right to receive a copy of this authorization. I may inspect or obtain a copy of the protected health information that I am being asked to use or disclose.

Signature of Patient	Date
Signature of Legal Representative	Print Name
Witness	Date
Reason Patient Unable to Sign	<input type="checkbox"/> I Will Pick Up PHI <input type="checkbox"/> Mail PHI <input type="checkbox"/> Please Fax PHI To Physician Indicated





DESERT SPRINGS HOSPITAL
MEDICAL CENTER

A Member of The Valley Health System

AUTHORIZATION TO USE AND DISCLOSE PROTECTED HEALTH INFORMATION
(79277414) (R 12/08) (Standard Register)

ORIGINAL - MEDICAL RECORD CANARY - PATIENT

PATIENT INFORMATION

Instructions for completing the
AUTHORIZATION TO USE AND DISCLOSE PROTECTED HEALTH INFORMATION (PHI)

IMPORTANT INFORMATION

- » The *Authorization To Use And Disclose Protected Health Information* form must be filled out in its entirety. Failure to properly complete the form will result in a delay in processing your request.
- » Requests for copies of medical records take a minimum of 3 business days to process.
- » Copies of **incomplete** medical records will not be released for purposes **other than** continued patient care.
- » Copies **cannot** be faxed to a private residence. They can only be faxed to the place of business of another health care provider.
- » ***There will be a .60¢ per page charge for releases of copies for reasons other than continued patient care.***
- » In accordance with **NRS 629.061.1**, the following is the Desert Springs Hospital Medical Center policy for requesting medical records for a **deceased patient**:
 1. When requesting medical records for a deceased patient, one of the following must be presented:
 - **Handwritten will** – A handwritten will is valid in Nevada if there is a sole beneficiary and it is signed and dated by the decedent. No witness or notary signature/stamp is required. It is assumed (and accepted) that the sole beneficiary is Executor. A non-interested third party must sign an affidavit stating that the signature of the decedent is authentic.
 - **Regular will** – This must state that the decedent was in sound mind, over 18 and not under duress at the time of the will's creating. It must be witnessed by two other people and notarized to be "self-proving"(i.e. valid).
 - **Special Letter of Administration** – A special letter of administration can be issued by Probate specifically to authorize an individual to obtain the medical record of the decedent provided that there are no assets in the estate. This process has no cost and takes two days.
 - **Probate**: If there is no valid will, the petitioner must request a hearing with Probate to be named Executor. It generally takes 2-3 weeks from the time of the application to the actual hearing. You must contact the office of the Probate Court for additional information.
Address: Eighth Judicial District Court, Probate Office Fifth Floor, 200 Lewis Avenue, Las Vegas, NV 89155-2384
Phone 702-671-4500 Fax 702-671-4502

INSTRUCTIONS:

In the boxes at the top of the form:

- Initial the first box if you are requesting records from Desert Springs Hospital. This includes any request to disclose records to another health care provider (continued patient care).
- Initial the second box if you are requesting to have records sent from another facility (hospital, clinic, physician's office, surgery center, etc.) **to** Desert Springs Hospital.
- Initial the third box if you are requesting to view original medical records at Desert Springs Hospital. You will be supervised while you review original medical records.

Indicate the following:

- **Patient's** name at the time of treatment, date of birth, Social Security Number.
- Home and work telephone numbers and street address of patient (requestor), or the address to which records are to be mailed.

In the Black Box in the middle of the form, please indicate the following:

1. Indicate the Person(s)/Organization authorized to **release** the records. If you are requesting records **from** Desert Springs Hospital, check the box. If you are requesting records from another hospital, clinic, physician's office, surgery center, etc., indicate the name, address, telephone number and fax number of that physician or health care provider.
2. Indicate the Person(s)/Organization authorized to **receive** the records. If you are requesting records to be **sent to** Desert Springs Hospital, check the box. If you are requesting that Desert Springs Hospital send records to another hospital, clinic, physician's office, surgery center, etc., indicate the name, address, telephone number and fax number of that physician or health care provider.
3. Indicate the purpose of the disclosure (e.g. continued patient care, personal use, Attorney).
4. Provide a description of the specific records to be copied or sent:
 - Provide the most accurate treatment dates possible.
 - Check the box(es) next to the corresponding type(s) of documentation you are requesting (more than one may apply).
5. Place your initials next to the specific category of highly confidential information to be disclosed. ***Failure to initial next to these items prohibits disclosure of that PHI, and may delay the processing of your request.***
6. List a date or event at which point this Authorization will expire. This date or event is not to exceed one year from the date of the request.
 - Sign and date the Authorization to validate it and set it into motion. Unsigned Authorization forms **will not** be honored.
 - If the patient is unable to sign (or is a minor), the reason must be indicated and the Legal Representative for that patient must print and sign his or her name, date the form, and indicate his or her relationship to the patient. When applicable, appropriate Power Of Attorney or Probate documentation must accompany the Authorization.
 - Indicate by checking the appropriate box whether the PHI is to be mailed, picked up from Desert Springs Hospital, or faxed.

BAR CODE



RI0010 - Release of Information



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