

**AUTHORIZATION TO USE AND DISCLOSE HEALTH INFORMATION
EMPLOYEE BENEFITS OFFICE**

If the information sought is about a Mental Illness or Developmental Disability, HIV/AIDS Testing or Treatment, Communicable Diseases, Venereal Disease(s), Substance (i.e., alcohol or drug) Abuse, Abuse of an Adult with a Disability, Sexual Assault, Child Abuse and Neglect, or Genetic Testing, then the patient must sign the Specific Consent Attachment.

A patient label may be placed here:

Patient's Name: _____
Last First Middle

Medical Record Number: _____

Home Address: _____

Home Telephone: _____ **Date of Birth:** _____

The UC Organized Health Care Arrangement (or **UC OHCA**) consists of University of Chicago Hospitals, certain activities of the University of Chicago including the physicians, the UCHHS Regional Doctors Offices, and Friend Family Health Care Clinic in Hyde Park.

** Each of these is called a **UC Organization**.

PURPOSE AND RECIPIENT: We are having difficulty with your insurance company paying the bill for services rendered (*insert date of service or date of admission*) _____. Often, we find that a patient's employee benefits office can assist us in working with the insurance company. Therefore, we ask that you permit us to share the following protected health information to the employee benefits department of the employer who provides your health insurance plan, (*insert employer's name*) _____, telephone number _____.

SPECIFY INFORMATION TO BE DISCLOSED: The protected health care information that may be disclosed under this Authorization includes the reason you received health care services, a summary of the health care services that we provided, billing information for those services, and the status of payment from your insurance company.

TERM: This Authorization will remain in effect:

- From the date of this Authorization until the following date: _____, 200__.
- Until purpose is fulfilled.
- Until the following event occurs (e.g. after the specific fundraising program is over):

 Other (e.g. no expiration): _____.

Note: The Term for mental health records must be stated—you may not use "no expiration."

***Provide a copy of signed Authorization to Patient**

I understand that once my health information is disclosed to the recipient, neither UCH nor any of the other UC Organizations can guarantee that the recipient will not redisclose the health information to a third party or as required by law. The third party may not be required to comply with this Authorization or applicable federal and Illinois law governing the use and disclosure of my health information.

I understand that I may refuse to sign this authorization and that my refusal to sign will not affect my ability to obtain treatment or payment or my eligibility for benefits except that, if my treatment is for the sole purpose of creating health information for disclosure to the recipient listed on the front of this Authorization, then the UC Organization may refuse to treat me if I do not sign this Authorization.. If my treatment is related to my participation in a research study, I understand that a UC Organization may refuse to treat me if I do not sign this Authorization.

I may inspect or copy any information used/disclosed under this authorization.

I understand that UC Organizations will not, directly or indirectly, receive any items of value from any third party in connection with the use or disclosure of the health information.

I understand that I may change my mind and revoke this authorization in writing at any time by notifying the Privacy Office (see the information below), and changing my mind will not affect my treatment. The revocation will not apply to the extent that any UC Organization has already taken action where it relied on my permission.

I have read and understand the terms of this Authorization and I have had a chance to ask questions about the use and disclosure of the health information. I authorize each UC Organization to use or disclose my health information in the manner described above.

*Signature of Patient or Personal Representative**

Date

Name of Personal Representative (if applicable)*

Relationship to Patient

** The Personal Representative is the patient's decision maker. It can be the parent if the patient is a minor, legal guardian, health care surrogate, or other person.*

Privacy Office: University of Chicago Medical, MC-1000, 5801 South Maryland Avenue, Chicago, IL 60637, Telephone Number: (773) 834-9716

Last Updated April 14, 2003

Q:\medlegal\B COMMON FILE\Marilyn\HIPAA\Implementation\Policies and Forms\Forms\Authorization form final.doc

