

**AUTHORIZATION FROM INDIVIDUAL**

---

Purpose: This form is used to confirm the direction of an individual that our Company use or disclose protected health information for a particular purpose. Subsequent requests will require a new authorization. **PLEASE RETAIN A COPY FOR YOUR RECORDS.**

---

**SECTION A: Psychotherapy Notes.**

Check if this authorization is for psychotherapy notes.

**If this authorization is for psychotherapy notes, you must *not* use it as an authorization for any other type of protected health information.**

---

**SECTION B: The Individual (or the Individual's Personal Representative) confirming the authorization.**

I authorize the use and/or disclosure of my protected health information as described in Section C below. I understand this authorization is voluntary and made to confirm my direction.

I understand that, if the persons or organizations I authorize below to receive and/or use the protected health information described below are not health plans, covered health care providers or health care clearinghouses subject to federal health information privacy laws, they may further disclose the protected health information and it may no longer be protected by federal health information privacy laws.

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_ E-mail: \_\_\_\_\_

Health ID Number: \_\_\_\_\_ (located on Health ID Cards or Policy/Certificate)

**SECTION C: The use and/or disclosure being authorized.**

Protected Health Information (PHI) to Be Used and/or Disclosed: Describe in detail the PHI you are authorizing be used and/or disclosed:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Entities Authorized to Receive: Name or specifically describe the persons and/or organizations (or the classes of persons and/or organizations) to whom you are authorizing our Company to disclose the PHI described above:

_____	_____
_____	_____
_____	_____

**SECTION D: Expiration and Revocation.**

Expiration: This authorization will expire (complete one):

- On \_\_\_\_/\_\_\_\_/\_\_\_\_ (Specific Date)
- On occurrence of the following event (which must relate to the individual or to the purpose of the use and/or disclosure being authorized):

\_\_\_\_\_

\_\_\_\_\_

Right to Revoke: I understand that I may revoke this authorization at any time by giving written notice of my revocation. I understand that revocation of this authorization will *not* affect any action you took in reliance on this authorization before you received my written notice of revocation.

**SIGNATURE OF INDIVIDUAL OR INDIVIDUAL'S PERSONAL REPRESENTATIVE**

I, \_\_\_\_\_, have had full opportunity to read and consider the contents of this authorization, and I confirm that the contents are consistent with my direction to the Company. I understand that, by signing this form, I am confirming my authorization that the Company may use and/or disclose to the persons and/or organizations named in this form the Protected Health Information described in this form.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**If this authorization is signed by an individual personal representative on behalf of the individual, complete the following:**

Personal Representative's Name: \_\_\_\_\_

Relationship to Individual: \_\_\_\_\_

By: \_\_\_\_\_  
Date \_\_\_\_\_

State of: \_\_\_\_\_

County of: \_\_\_\_\_

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_.

Notary Public: \_\_\_\_\_

Print Name \_\_\_\_\_

My commission expires: \_\_\_\_\_.