

AUTHORIZATION FOR DISCLOSURE OF PROTECTED HEALTH INFORMATION

1. **Your Name:** _____
First Name *Middle Name* *Last Name*

2. **Date of Birth:** ___/___/_____

3. **Date Authorization Initiated:** ___/___/_____

4. **Authorization Initiated By:** _____
Name (Your Name, Provider or Other)

5. **Information To Be Released:**

❖ *Authorization for Psychotherapy Notes ONLY*

❖ *Others* _____
(This Authorization MUST NOT Be Used For Any Other Health Information, Unless Otherwise Stated.)

6. **Purpose of Disclosure:** The reason I am authorizing a release is:

Personal: _____

Other(s) (Describe): _____

7. **Person(s) Authorized to Make the Disclosure:** _____

8. **Person(s) Authorized to Receive the Disclosure:** _____

9. **This Authorization Will Expire On** ___/___/_____ **Or Upon This Stated Event:**

Authorization and Signature: I authorize the release of my confidential protected health information as described in my directions above. I understand that this authorization is voluntary, that the information to be disclosed is protected by law, and it is to abide by my specific instructions. The information that is used and/or disclosed may be re-disclosed to the recipient until the authorization expiration date.

Your Signature: _____

Name and Signature of Personal Representative (If Any): _____

Relationship to the Patient (if Personal Representative): _____

Date and Time: _____

PATIENT RIGHTS AND HIPAA AUTHORIZATIONS

The following specifies your rights about this authorization under the Health Insurance Portability and Accountability Act of 1996, as amended from time to time ("HIPAA").

1. Tell Nathaniel Cilley, LMHC if you don't understand this authorization, and he will explain it to you.

2. You have the right to revoke or cancel this authorization at any time, except: (a) to the extent information has already been shared based on this authorization; or (b) this authorization was obtained as a condition of obtaining insurance coverage. To revoke or cancel this authorization, you must submit your request in writing to Nathaniel Cilley, LMHC and your insurance company, if applicable.

3. You may refuse to sign this authorization. Your refusal to sign will not affect your ability to obtain treatment, make payment, or affect your eligibility for benefits. If you refuse to sign this authorization, and/or have authorized your provider to disclose information about you to a third party, Nathaniel Cilley, LMHC has the right to decide not to treat you or accept you as a client in his practice.

4. Once the information about you leaves this office according to the terms of this authorization, this office has no control over how it will be used by the recipient. You need to be aware that at that point your information may no longer be protected by HIPAA.

5. If this office initiated this authorization, you must receive a copy of the signed authorization.

6. Special Instructions for completing this authorization for the use and disclosure of psychotherapy notes. HIPAA provides special protections to certain medical records known as "psychotherapy notes." All psychotherapy notes recorded on any medium (i.e., paper, electronic) by a mental health professional (such as a psychologist or psychiatrist) must be kept by the author and filed separate from the rest of the client's medical records to maintain a higher standard of protection. "Psychotherapy notes" are defined under HIPAA as notes recorded by a health care provider who is a mental health professional documenting or analyzing the contents of conversation during a private counseling session or a group, joint, or family counseling session and that are separate from the rest of the individual's medical records. Excluded from the "psychotherapy notes" definition are the following: (a) medication prescription and monitoring, (b) counseling session start and stop times, (c) the modalities and frequencies of treatment provided, (d) the results of clinical tests, and (e) any summary of: diagnosis, functional status, the treatment plan, symptoms, prognosis, and progress to date.

In order for Nathaniel Cilley, LMHC to release "psychotherapy notes" to a third party, you (who is the subject of the psychotherapy notes) must sign this authorization to specifically allow for the release of psychotherapy notes. Such authorization must be separate from an authorization to release other medical records.