



STATE OF NEW HAMPSHIRE
DEPARTMENT OF HEALTH AND HUMAN SERVICES
AUTHORIZATION FOR RELEASE OF PROTECTED HEALTH INFORMATION

IMPORTANT NOTICE

Dear Applicant:

The HIPAA federal privacy rule has had a significant impact on the process for requesting copies of medical records.

These federal regulations pertaining to the release of protected health information state that an authorization for the release of medical records must be in plain language and contain the following elements in order to be valid:

- Identification of the persons or class of persons (i.e., physician practice, hospital, etc.) authorized to make the disclosure.
- Identification of the persons or class of persons (i.e., recipients, attorneys, insurance companies, government agencies, etc.) to whom the health care provider is authorized to make the disclosure.
- A description of the protected health information to be disclosed, including the dates of treatment or service.
- A description of each purpose for the use or disclosure of the protected health information.
- A statement that protected health information used or disclosed pursuant to the authorization may or may not be subject to re-disclosure by the agency receiving such information.
- A statement that the individual may revoke the authorization in writing, with instructions for revoking the authorization.
- The individual's signature and date.
- The expiration date or event causing the authorization to become invalid.
- If signed by an individual's personal representative (i.e., legal guardian), a statement of the representative's authority to act on behalf of the individual.

The authorization for release of information is not valid, according to the privacy rule, if the authorization has any of the following defects:

- The expiration date or event has passed.
- The authorization has not been filled out completely with respect to the required content listed above.
- The authorization is known by the health care provider to have been revoked.
- Any material information in the authorization is known by the health care provider to be false.