Center for Well-Being | UNIVERSITY OF St.Thomas

Phone: **(651) 962-6750**
Fax: **(651) 962-6751**

Authorization for the Release of Information

Name: _____

Date of Birth *(mm/dd/yyyy):* _____ University of St. Thomas ID#: _____

Consider these departments that we often work with in the* TO / FROM *boxes below:

- Dean of Students / Residence Life
- Disability Resources / Academic Counseling
- Athletics
- Office of International Students & Scholars (OISS)
- Sports Medicine / Twin Cities Orthopedic
- Other Healthcare Facilities
- Self

RELEASE INFORMATION **FROM:**

☐ **Center for Well-Being**

☐ **Other (specify organization, department, or individual)**

Complete each line below:

Person / Practice: _____

Street: _____

City: _____

State: _____ Zip: _____

Phone: _____ Fax: _____

RELEASE INFORMATION **TO:**

☐ **Center for Well-Being | FAX: (651) 962-6751**

☐ **Other (specify organization, department, or individual)**

Complete each line below:

Person / Practice: _____

Street: _____

City: _____

State: _____ Zip: _____

Phone: _____ Fax: _____

DELIVERY OF INFORMATION:

Preferred Method:

☐ Written copy (may include completed forms) ☐ Verbal only

Written information will be faxed, unless an alternate method is checked: ☐ Mailed ☐ Secure Email (Liquid Files)

Date information is needed: _____

RECORDS OR REPORTS TO BE RELEASED:

Timeframe to be released.

FROM:

☐ Present

☐ Specific start date: _____

TO:

☐ Continuing until this form expires or is revoked –OR–

☐ Specific end date: _____

☐ Completion of a Form (please attach)

☐ Complete Health Services / Medical Record, **OR**

☐ Specific Medical Information (check all that apply):

- ☐ Lab reports
- ☐ X-ray/Radiology reports
- ☐ Physical Exam
- ☐ Immunization(s)
- ☐ Medication(s)
- ☐ HIV/AIDS-related information

☐ Case Management

☐ Wellness Coaching

☐ Complete Counseling records, **OR**

☐ Specific Counseling Information:

- ☐ Counseling Attendance
- ☐ Progress notes
- ☐ Psychological Assessment / Testing

☐ Other

☐ Only include information regarding: _____

SPECIFIC AUTHORIZATION FOR THE RELEASE OF INFORMATION PROTECTED BY STATE/FEDERAL LAW:

These records require specific consent for release. *I specifically authorize the release of data and information relating to:*

☐ 1) Chemical dependency program ☐ 2) Psychotherapy notes

SIGNATURE AND DATA:

I understand that:

- This authorization will automatically expire one (1) year from the date of my signature **OR** on: _____
- I can contact the **Center for Well-Being** at **(651) 962-6750** to revoke this authorization at any time.
- My refusal to sign, or revocation of this authorization will not affect my ability to obtain services from the Center for Well-Being
- I understand that once information is released to an outside party pursuant to this authorization, the Center for Well-Being cannot prevent the re-disclosure of the information to another third party.
- I have a right to inspect and receive a copy of the material to be disclosed, and a copy of this release.

Note: A patient (18 years or older) must authorize the release of their own information unless patient is incapacitated or deceased. If signing for a minor patient, I hereby state that my parental rights have not been revoked by a court of law. Specific situations may require a minor's authorization.

▶ Signature ***(required):*** _____ Date of Authorization: _____

Printed Name of Person Signing **IF NOT PATIENT:** _____

Reason patient cannot sign:

☐ Minor ☐ Incapacitated ☐ Deceased

Relationship IF NOT PATIENT (legal documentation of the right of access by the signing individual may be required):

☐ Parent ☐ Step-parent ☐ Legal Guardian ☐ Foster Parent ☐ Healthcare Power of Attorney ☐ Other _____