

FOR OFFICE USE ONLY: Staff Initials: _____
Route to HIM for Processing:
 Add to the Contacts Tab ROI on file
 Request Records Release Records

Authorization for Disclosure of Health Information

Client Information	Client Name: _____ Date of Birth: _____ Previous Name(s): _____ Address: _____ Phone #: _____ City: _____ State: _____ Zip Code: _____ E-mail Address (Optional): _____	
I Authorize	Central Minnesota Mental Health Center (CMMHC) To do the following: <input type="checkbox"/> Release To <input type="checkbox"/> Receive From <input type="checkbox"/> Both Release & Receive	<input type="checkbox"/> St. Cloud Campus <input type="checkbox"/> Crisis <input type="checkbox"/> Detox <input type="checkbox"/> Focus XII <input type="checkbox"/> Northway IRTS <input type="checkbox"/> Buffalo Campus <input type="checkbox"/> Elk River Campus <input type="checkbox"/> Monticello Campus <input type="checkbox"/> Waite Park Campus <input type="checkbox"/> Elk River ACT Contact Name/ Department: _____
With	Agency/ Name: _____ Phone #: _____ Address: _____ Fax #: _____ City: _____ State: _____ Zip Code: _____ E-mail Address (Optional): _____	
What do you want released?	<input type="checkbox"/> Record Dates between: _____ to _____ <input type="checkbox"/> Verbal <input type="checkbox"/> Diagnostic Assessment/ DA Update/ Comp Eval <input type="checkbox"/> Progress Notes <input type="checkbox"/> Treatment Plans/ IFCSP/ Credible Plan <input type="checkbox"/> Functional Assessment/ DLA-20 <input type="checkbox"/> Psychiatric Eval <input type="checkbox"/> Medication Notes <input type="checkbox"/> Psychological Eval <input type="checkbox"/> Summary of Services <input type="checkbox"/> School Records <input type="checkbox"/> Screening Tools <input type="checkbox"/> Social Services <input type="checkbox"/> Benefits/ Financial <input type="checkbox"/> Legal/ Court/ PO <input type="checkbox"/> Billing Records <input type="checkbox"/> Other: _____ _____ _____	
Purpose of Release	<input type="checkbox"/> Coordination of Care <input type="checkbox"/> Client Request/ Personal <input type="checkbox"/> Legal/ Court <input type="checkbox"/> Insurance Company <input type="checkbox"/> Financial/ Billing <input type="checkbox"/> Family Request <input type="checkbox"/> PCP Letter <input type="checkbox"/> Other (Please Specify): _____	
Substance Use Disorder (SUD) Special Consent	Per Federal Rule 42 CFR, part 2 this section must be completed to release SUD records. <input type="checkbox"/> Dates of Service is REQUIRED between: _____ to _____ <input type="checkbox"/> SUD Assessment Summary <input type="checkbox"/> SUD Weekly Summary Notes <input type="checkbox"/> SUD Discharge Summary <input type="checkbox"/> Rule 25/ CD Eval <input type="checkbox"/> SUD Verbal <input type="checkbox"/> Other: _____	
Preferred Method	<input type="checkbox"/> Mail <input type="checkbox"/> Fax <input type="checkbox"/> E-mail <input type="checkbox"/> Pick-Up	
Authorization	This authorization will expire one year from the date of the signature below unless there is a different date/event indicated on the right. Client Signature: _____ Date: _____ I am signing as an authorized representative of the client, I am: <input type="checkbox"/> Parent of a Minor <input type="checkbox"/> Court Appointed Guardian/ Conservator Parent/ Guardian Signature: _____ Date: _____	You can indicate a different date or event here to shorten or extend the release, not to exceed 5 years (144.293, Subd. 4) from the date of the authorized signature on the left: _____ _____

Guidelines for Completing the CMMHC Authorization for Disclosure

Central Minnesota Mental Health Center (CMMHC) recognizes the importance of client confidentiality, as well as, the importance of coordinating care and treatment with other professionals, family, friends, and others involved in your care. Please review all items on this form and contact CMMHC with any questions concerning this form at the offices listed below or on our website: <https://cmmhc.org>.

Client Information: Complete this entire section with clear and legible writing so the information identifies the client whose information is being requested/ released.

I Authorize: Please check by either: 1) Release To, 2) Receive From, or 3) Both Release & Receive. If you choose only "Release To" your CMMHC provider can only share information; If you choose only to "Receive From" your CMMHC provider CANNOT share any information; If you choose "Both Release & Receive" your CMMHC provider may share and receive information from the agency/ name listed on the form. CMMHC has centralized records. Please identify which CMMHC location correspondence should be sent to. If you specify a contact name/ department, that will help us ensure the information gets routed to the correct person.

With Agency/ Name: Indicate clearly and legibly where or whom you wish to send/ receive information with. Be as specific as possible.

What do you want Released? The purpose of this section is to have us share the information you want us to. Only the specific information checked will be released. If no dates are specified, we will only release the most recent DA and 3 progress notes. Minimum Necessary means we will use the least amount of information possible to accomplish the desired task. Select "Verbal" if you want us to release or obtain information verbally with the listed releasing/ obtaining party. Verbal is all inclusive. "Screening Tools" will include: SDQ/ CBCL, CASII/ ECSII, and Locus.

Purpose of the Release: Identify the reason you need to release/ request information. This helps CMMHC appropriately provide care and track releasing of confidential information. It informs us who may be responsible for the cost of medical records being released and is required on each release. *Fees may be charged in accordance with MN statutes 144.292 and Federal Rule 45 CFR 164.524 (where applicable).

Substance Use Disorder (SUD) Special Consent: This section must be completed to allow CMMHC to release SUD records on your behalf. This information is protected by Federal Confidentiality Rules (42 CFR, Part 2). The Federal Rules prohibit you from making any further disclosure of this information unless further disclosure is expressly permitted by the written consent of the person whom it pertains or as otherwise permitted by 42 CFR, part 2. A general authorization for the release of medical or other information is NOT sufficient for this purpose. The Federal Rules restrict any use of the information to criminally investigate or prosecute any alcohol or drug abuse patient. The dates of special consents are required to release SUD records. Select "Verbal" if you want us to release or obtain SUD information verbally with the listed releasing/ obtaining party. Verbal is all inclusive.

Preferred Method: This tells us how you would like your information provided. We can print and mail the documents, send them by fax, CONFIDENTIAL email, or we can print the records and make them available for you to pick-up at one of our locations.

Authorization and Revocation: Signing this form (or having the parent/ legal guardian sign for the client) will grant authorization to share/ receive confidential information. Please sign and date this form to validate this authorization. If signed by someone other than the client or parent of a minor, you will be required to provide written proof of your authority (legal paperwork). This authorization will automatically expire in one year from the date signed unless a different date or event has been identified, not to exceed 5 years per (144.293, Subd. 4) from the date signed. This authorization can be revoked at any time by your written request to our HIM Department within our organization.

Helpful Tips:

- You may only enter one entity, clinic, or individual per Release of Authorization of Disclosure.
- If requesting records, please allow 7-10 business days for processing of the Release of Information (ROI). In some cases, it can take up to 30 days (45 CFR 164.524(b)(2)(i)).
- For questions or concerns reading this form, please contact the Health Information Management (HIM) Department: by phone at: 320.202.2028, by fax at: 320.202.2005, or by email at: HIMDept@cmmhc.com.

Locations:

▪ St. Cloud Campus-	1321 13 th St. N, St Cloud, MN 56303	320.252.5010	Fax: 320.252.0908
▪ Buffalo Campus-	308 12 th Ave S, Buffalo, MN 55313	763.682.4400	Fax: 763.682.1353
▪ Elk River Campus-	253 8 th St. NW, Elk River, MN 55330	763.441.3770	Fax: 763.441.9057
▪ Monticello Campus-	407 Washington St., Monticello, MN 55362	763.295.4001	Fax: 763.295.5086
▪ Northway IRTS-	1509 24 th Ave. N, St. Cloud, MN 56303	320.252.8648	Fax: 320.529.4909
▪ Focus XII-	3220 Veterans Drive, St. Cloud, MN 56303	320.252.2425	Fax: 320.529.1976
▪ Waite Park Campus-	411 3 rd St. N, Waite Park, MN 56387	320.230.0611	Fax: 320.251.4175
▪ Elk River ACT-	11090 183 rd Circle NW, Suite B, Elk River, MN 55330	763.274.3500	Fax: 763.274.1165