OFFICE OF THE HEALTH CARE OMBUDSMAN AND BILL OF RIGHTS

Authorization for Use and Disclosure of Private/Protected Health Information

NOTE: Your enrollment in a health plan, eligibility for benefits, processing and payment of claims, or treatment is not conditioned on giving this authorization.

I. **Identification of person authorizing release** (The following is needed for verification. Please complete all applicable items.):

Name of Member/Participant/Patient: _____
Date of Birth: _____
Address: _____ Zip Code (+4) _____
Telephone Number(s): (H): _____ (W): _____ (Cell): _____
Fax number: _____ E-mail address: _____
Please tell us if you would like us to communicate with you via e-mail: Yes ☐ No ☐

Name of Insurance Company: _____
Member ID card number: _____
Group or Account Number on ID card: _____
Subscriber's (Employee) name (if different from Participant's): _____
Subscriber's relationship to Participant: _____
Subscriber's Employer Name: _____

If you have dual coverage, please complete the following information as well:

Subscriber's Employer Name: _____
Number on Participant ID card: _____
Group or Account Number on ID card: _____

II. Description of Private Health Information to be Released

Describe what information you are authorizing to be released. Describe in detail the kind of information (e.g. claims information, premium information, medical records including test results, etc.) you want released, and if applicable, the date(s) of the information (e.g. claims for the last 6 months, premium payment record for January). Please include the names and address of providers from whom information should be obtained. Use a separate sheet if necessary.

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*Note: Many people like to use e-mail to communicate. Our e-mail communications with you are made through a secure server. The server requires you to complete a one-time set-up to access the secured e-mail.

In addition, if you agree that the following types of information may be released, please indicate so by checking the appropriate boxes:

☐ Psychotherapy Notes* ☐ Mental Health Records* ☐ Genetic Testing Records

☐ HIV/AIDS Records* ☐ Maternity Records ☐ Sexual/physical/mental abuse

☐ Sexually transmitted or other communicable diseases ☐ Alcohol/substance abuse records*

* If this authorization is for psychotherapy notes, this authorization cannot be used for any other type of protected health information. If you want to authorize the use or disclosure of other protected health information as well, an additional form must be submitted. Please see the last page of this authorization which describes in more detail further disclosure of psychotherapy notes, HIV/AIDS records, mental health records, and alcohol & substance abuse records.

Who can release and receive the information (limitations on disclosure): Insert the person(s)/company (ies) allowed to release the information and the person(s)/company (ies) allowed to receive the information. The following person(s)/company (ies) are allowed to release the information as requested (Use another sheet if necessary): The Office of the Health Care Ombudsman and Bill of Rights,

The information may be provided to the Office of the Health Care Ombudsman and Bill of Rights and (include name and address):

III. Purpose of this release information

☐ At the request of the covered individual;

☐ If not requested by the individual, state the purpose of the release of information:

IV. Expiration Date

If not previously revoked, this authorization will terminate on the earliest of the following dates:

a. the date the individual's coverage ends;
b. one year from the signature date below; or
c. upon the following date, event or condition:

V. Signature

A copy of this authorization is available to me, or to my authorized representative, upon request and will serve as the original. A copy of this authorization will also serve as the original if multiple disclosures are required. I understand that if this information is to be received by individuals or organizations that are not health care providers, health care clearinghouses, or health plans covered by federal privacy regulations, my information described above may be redisclosed by the recipient and no longer protected by federal privacy regulations. This authorization is subject to revocation at any time upon written notice to the person(s)/company (ies) specified above except to the extent that the person(s)/company (ies) have already taken action on the disclosure provisions contained in this document.

_____ Date:_____
(Signature of adult member/parent on behalf of minor, as applicable)

_____ Date: _____
(Signature of Legal Representative, if applicable)

NOTE: If you are signing this authorization as the legal representative of an individual, we must have a copy of the form(s) verifying your right to authorize the disclosure of protected health information and to view such information.

In addition to the protections from disclosure listed above, any information released to the Office of the Health Care Ombudsman and Bill of Rights (OHCOBR) by authorized persons is subject to the following notices:

Mental Health Information

In the event that information released to OHCOBR constitutes mental health information protected under the District of Columbia Mental Health Act of 1978:

> This information has been disclosed to OHCOBR from records whose confidentiality is protected by District of Columbia law. The unauthorized disclosure or redisclosure of mental health information violates the provisions of the District of Columbia Mental Health Information Act of 1978. Disclosure or redisclosure may be made pursuant to a valid authorization by the client or as provided in Titles III and IV of the Act. The Act provides for civil damage and criminal penalties for violations.
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> *You have the right to inspect your record of mental health information.

Drug and Alcohol Abuse Information

In the event that information released to OHCOBR is protected by the HHS Confidentiality of Alcohol and Drug Abuse Patient Records regulations:

> This information has been disclosed to OHCOBR from records protected by Federal confidentiality rules (42 C.F.R. Part 2). The federal rules prohibit OHCOBR from making any further disclosure of this information unless further disclosure is expressly permitted by the written consent of the person to whom it pertains or as otherwise permitted by 42 C.F.R. 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.

HIV/AIDS-Related Information

In the event that information released to OHCOBR constitutes confidential HIV/AIDS-related information protected under District of Columbia law:

> This information has been disclosed to OHCOBR from records whose confidentiality is protected by District of Columbia law. District of Columbia law prohibits OHCOBR from making any further disclosure of it without the specific written consent of the person to whom it pertains, or as otherwise permitted by said law. A general authorization for the release of medical or other information is NOT sufficient for this purpose.

Please complete this form and mail to:

Office of the Health Care Ombudsman and Bill of Rights
899 North Capitol Street, N.E., 6th Floor
Washington, D.C. 20002

(OR)
Confidential Fax: 202-535-1216