



Berkeley Family Medicine

101 Marcley Drive
Martinsburg, WV 25401
304-263-8911
Fax: 304-263-9450

Authorization to Disclose Protected Health Information

You are entitled under HIPAA Privacy Law to access your personal protected health information. If releasing protected health information, Berkeley Family Medicine will release only records produced by Berkeley Family Medicine. If requesting protected health information, Valley Health Berkeley Family Medicine will assist you in obtaining records from healthcare providers outside the Network.

I, _____, date of birth, _____, authorize the disclosure of my personal protected health information as follows:

From:

To:

Name or Business

Name or Business

Address

Address

City, State and Zip Code

City, State and Zip Code

Phone and Fax Number

Phone and Fax Number

- Patient/Guardian or specified entity/individual will pick up the information
- Please forward the information to the specified address and/or fax number

Specific Information to be disclosed — please select which items you are requesting	
<input type="checkbox"/> Demographics	<input type="checkbox"/> Behavioral Health Visits
<input type="checkbox"/> Diagnosis/Problem List	<input type="checkbox"/> Labs
<input type="checkbox"/> Medication List	<input type="checkbox"/> Reports/Tests
<input type="checkbox"/> Immunization Records	<input type="checkbox"/> Billing Records
<input type="checkbox"/> Encounters	<input type="checkbox"/> Other

Dates of Service Requested _____ to _____
(unless otherwise noted, the last office visit will be provided).

This authorization will expire one year from the date of signature. This authorization may be revoked by me or my designee at any time except to the extent that the person/organization making the disclosure has already acted. I understand that there may be a charge for the requested information. Re-disclosure of this information to a party other than the one designated above is forbidden without written authorization; I understand that this information may be subject to re-disclosure by the recipient and may no longer be protected by Federal or State Law.

Patient and/or Legal Representative Signature

Date