Instructions for Minnesota Standard Consent Form to Release Health Information

Important: Please read all instructions and information before completing and signing the form.

An incomplete form might not be accepted. Please follow the directions carefully. If you have any questions about the release of your health information or this form, please contact the organization you will list in section 3.

This standard form was developed by the Minnesota Department of Health as required by the Minnesota Health Records Act of 2007, Minnesota Statutes, section 144.292, subdivision 8. The form must be accepted by a Minnesota provider as a legally enforceable request under the Minnesota Health Records Act. If completed properly, this form must be accepted by the health care organization(s), specific health care facility(ies), or specific professional(s) identified in section 3.

A fee may be charged for the release of the health information.

The following are instructions for each section. Please type or print as clearly and completely as possible.

- Include your full and complete name. If you have a suffix after your last name (Sr., Jr., III), please provide it in the "last name" blank with your last name. If you used a previous name(s), please include that information. If you know your medical record or patient identification number, please include that information. All these items are used to identify your health information and to make certain that only your information is sent.
- 2 If there are questions about how this form was filled out, this section gives the organization that will provide the health information permission to speak to the person listed in this section.
 Completing this section is optional.
- **3** In this section, state who is sending your health information. **Please be as specific as possible.** If you want to limit what is sent, you can name a specific facility, for example Main Street Clinic. Or name a specific professional, for example chiropractor John Jones. Please use the specific lines. Providing location information may help make your request more clear. Please print "All my health care providers" in this section if you want health information from all of your health care providers to be released.
- Indicate where you would like the requested health information sent. It is best to provide a complete mailing address as not everyone will fax health information. A place has been provided to indicate a deadline for providing the health information.
 Providing a date is optional.
- **5** Indicate what health information you want sent. If you want to limit the health information that is sent to a particular date(s) or year(s), indicate that on the line provided.

For your protection, it is recommended that you initial instead of check the requested categories of health information.

This helps prevent others from changing your form.

EXAMPLE: *i* All health information

If you select **all health information**, this will include any information about you related to mental health evaluation and treatment, concerns about drug and/or alcohol use, HIV/AIDS testing and treatment, sexually transmitted diseases and genetic information. **Important:** There are certain types of health information that require special consent by law.

Chemical dependency program information comes from a program or provider that specifically assesses and treats alcohol or drug addictions and receives federal funding. This type of health information is different from notes about a conversation with your physician or therapist about alcohol or drug use. To have this type of health information sent, mark or initial on the line at the bottom of page 1.

Psychotherapy notes are kept by your psychiatrist, psychologist or other mental health professional in a separate filing system in their office and not with your other health information. For the release of psychotherapy notes, you must complete a separate form noting only that category. You must also name the professional who will release the psychotherapy notes in section 3.

- 6 Health information includes both written and oral information. If you do not want to give permission for persons in section 3 to talk with persons in section 4 about your health information, you need to indicate that in this section.
- **7** Please indicate the reason for releasing the health information. If you indicate marketing, please contact the organization in section 4 to determine if payment or compensation is involved. If payment or compensation to the organization is involved, indicate the amount.
- 8 This consent will expire one year from the date of your signature, unless you indicate a different date or event. Examples of an event are: "60 days after I leave the hospital," or "once the health information is sent."
- **9** Please sign and date this form. If you are a legally authorized representative of the patient, please sign, date and indicate your relationship to the patient. You may be asked to provide documents showing that you are the patient or the patient's legally authorized representative.





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1	Patient information										
	First name	_Middle name		Last name							
	Patient date of birth / / / Home address	_Previous name(s)									
	City										
	Daytime phone Medical Record/patient ID number (optiona	E-mail address (optional)									
2	Contact for information about how this form was filled out (optional) :										
	I give permission for the organization(s) lister	•		- h t h							
	First name										
	this person can be reached at: Daytime pho	E-mail address (optional)									
3	I am requesting health info	rmation be relea	ased from	at least one of	the following:						
	Organization(s) name										
	Specific health care facility or location(s)										
	Specific health care professional's name(s)	(MD)									
_	I am requesting that health	information bo	cont to								
1	I am requesting that health information be sent to: Organization(s) name <u>AUBURN COURTS</u>										
	And/or person: First name ADMISSIC										
	Mailing address 501 OAK ST. NOF										
			Stata MN	Zip oodo 55	318						
	Phone (optional) <u>952-361-0333</u>										
			$_$ rax (optional	0 332 301 0411							
	Information needed by (date) / / / .										
5	Information to be released	nformation to be released									
	IMPORTANT: indicate only t	MPORTANT: indicate only the information that you are authorizing to be released.									
	Specific dates/years of treatment	Specific dates/years of treatment									
	All health information (see description in in	All health information (see description in instructions for what is included)									
	OR to only release specific portions of your	r health information, indi	cate the catego	pries to be released:							
	 History/Physical 	Mental health		HIV/AIDS testing							
	 Laboratory report 	✓ Discharge summary	y	Radiology report							
	 Emergency room report 	Progress notes		Radiology image(s))						
	Surgical report	Care plan		Photographs, video	o, digital or other images						
	 Medications 	 Immunizations 		Billing records							
	Other information or instructions										
	The following information requires special consent by law. Even if you indicate all health information, you must specifically										
		-	Even if you indi	cate all health informa	ation, you must specifically						
	request the following information in order f										
	Chemical dependency program (see def	,	and the days of the A								
	Psychotherapy notes (this consent cannot	ue comuned with any other; s	ee instructions)		OF THE ST.						



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Patient's name ____

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6 Health information includes written and oral information

By indicating any of the categories in section 5, you are giving permission for written information to be released **and** for a person in section 3 to talk to a person in section 4 about your health information.

If you do not want to give your permission for a person in section 3 to talk to a person in section 4 about your health information, indicate that here (check mark or initials) _____

7 Reason(s) for releasing information ✓ Patient's request ✓ Review patient's current care ✓ Treatment/continued care Payment Insurance application Legal Appeal denial of Social Security Disability income or benefits Marketing purposes (payment or compensation involved? ONO OYES, amount_____) Sale (payment or compensation to entity maintaining the information? ONO OYES) Other (please explain)

8 I understand that by signing this form, I am requesting that the health information specified in Section 5 be sent to the third party named in section 4.

I may stop this consent at any time by writing to the organization(s), facility(ies) and/or professional(s) named in section 3.

If the organization, facility or professional named in section 3 has already released health information based on my consent, my request to stop will not work for that health information.

I understand that when the health information specified in section 5 is sent to the third party named in section 4, the information could be re-disclosed by the third party that receives it and may no longer be protected by federal or state privacy laws.

I understand that if the organization named in section 4 is a health care provider they will not condition treatment, payment, enrollment or eligibility for benefits on whether I sign the consent form.

If I choose not to sign this form and the organization named in section 4 is an insurance company, my failure to sign will not impact my treatment; I may not be able to get new or different insurance; and/or I may not be able to get insurance payment for my care.

This consent will end one year from the date the form is signed unless I indicate an earlier date or event here:

Date ____ / ___ / ___ Or specific event _____

9	Patient's signature	Date		/	/
	OR legally authorized representative's signature	Date	MM	DD /	үүүү /
	Representative's relationship to patient (parent, guardian, etc.)		MM	DD	YYYY

PRINT FORM

