



Patient Label or Patient Identifiers

**Center for Health Information Management**  
**Authorization for Release of Medical Information**  
 Authorization (P) - Release of Medical Information

Please complete all pages of this form, sign, and return to:

Vanderbilt University Medical Center • Center for Health Information Management • Attn: Release of Information • 3841 Green Hills Village Drive Suite 200 Nashville, TN 37215. Or submit by fax to (615) 343-0126. Contact our office at (615) 322-2062 with questions.

<b>PATIENT IDENTIFICATION</b>	Name: _____ Date of Birth: _____
	Address: _____
	City: _____ State: _____ Zip: _____
	Previous Name: _____
	Patient Phone#: _____

I request and authorize Vanderbilt University Medical Center to release medical information of the patient named above.

**RELEASE RECORDS TO: (Where records should be sent)**

<input type="checkbox"/> Mail <input type="checkbox"/> Pick up in person <input type="checkbox"/> Electronic	<input type="checkbox"/> Same as above
	Name/Agency: _____
	Address: _____
	City: _____ State: _____ Zip: _____
	Phone#: _____ Fax#: _____
	E-mail Address: _____ <b>For Doctors or other HealthCare Providers Only</b>

**INFORMATION REQUESTED: Fees may apply. See Billing & Fees.**

Is this request for psychotherapy notes?  If yes, this is the only item you may request on this authorization. You must submit a separate authorization for any items below.  If no, you may check any items below.

**DATES OF TREATMENT TO BE RELEASED**

Dates from: \_\_\_\_\_ to \_\_\_\_\_ Or specific date: \_\_\_\_\_

Abstract (see definition on Billing & Fees page)  
 Legal medical record (see definition on Billing & Fees page)

**OR Specific Categories**

<input type="checkbox"/> History and physical	<input type="checkbox"/> Radiology reports	<input type="checkbox"/> Obstetrics (labor and delivery)
<input type="checkbox"/> Discharge summaries	<input type="checkbox"/> Cardiac reports	<input type="checkbox"/> Office/clinic notes
<input type="checkbox"/> Operative/procedure notes	<input type="checkbox"/> Pathology reports	<input type="checkbox"/> Respiratory reports
<input type="checkbox"/> Consultations	<input type="checkbox"/> Lab results	<input type="checkbox"/> Circle One:
<input type="checkbox"/> Other (specify): _____	<input type="checkbox"/> Emergency services	FMLA, Power of Attorney, Pre-Admission Screening & Resident Review

<b>OTHER DEPARTMENT</b>	The information to be released will cover the time period from: _____ to _____ Specific Date: _____
	<input type="checkbox"/> Cardiac Images (e.g. Cath/ECHO/EKG – specify): _____
	<input type="checkbox"/> Radiology Images (specify): _____
	<input type="checkbox"/> Billing <input type="checkbox"/> Payment Records <input type="checkbox"/> Fetal Monitoring Strips <input type="checkbox"/> Pharmacy <input type="checkbox"/> Home Care Services

<b>PURPOSE OF RELEASE</b>	<input type="checkbox"/> Patient Care	<input type="checkbox"/> Appointment/Sharing with other health care provider as needed
	<input type="checkbox"/> Personal Use	<input type="checkbox"/> Disability/Insurance Application/Claim
	<input type="checkbox"/> Administrative (i.e., FMLA)	<input type="checkbox"/> Attorney/Legal Case <input type="checkbox"/> Other (specify): _____

**Center for Health Information Management**  
**Authorization for Release of Medical Information**  
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**Authorization for Release of Medical Information**

I understand that my medical record may include information on diagnosis or treatment related to psychiatric or psychological conditions, drug or alcohol abuse, and acquired immune deficiency syndrome (AIDS) or HIV status. I agree that any information about such diagnosis or treatment may be released.

I also understand that if I do not ask for my legal medical record or specify the records I want, the Medical Information Services department will send an abstract of my legal medical record.

**PLEASE CHECK THE STATEMENT BELOW THAT APPLIES**

**(You must check one):** I do \_\_\_\_\_ do not \_\_\_\_\_ authorize this information to be released.

I would like to limit the information to: \_\_\_\_\_

I understand that:

- I may refuse to sign this authorization.
- Refusing to sign this authorization will not affect my treatment, payment, enrollment, or eligibility for benefits.
- I may take back (revoke) this authorization in writing, except for any actions already taken based upon it.
- I understand that this authorization will expire when the records are released for the request dated below. Any requests after this date will need a separate authorization.
- If the requestor or receiver is not a health plan or health care provider, the released information may no longer be protected by federal privacy rules and may be shared with others.
- I get a copy of this form after I sign it.

Patient/Legal Representative Print Name: \_\_\_\_\_

Patient/Legal Representative Signature: \_\_\_\_\_

Relation: \_\_\_\_\_ Date: \_\_\_\_\_ Time: \_\_\_\_\_

**Authorization for Release of Medical Information:  
Billing & Fees**

**Vanderbilt University Medical Center  
Center for Health Information Management  
3841 Green Hills Village Drive, Suite 200, Nashville, TN 37215**

Vanderbilt University Medical Center contracts with CIOX to process requests for copies of medical records. The release of patient medical information is governed under federal and state laws.

**To release your medical information from Vanderbilt University Medical Center, you must:**

- Complete all sections of the Authorization for Release of Medical Information form.
- Hand-deliver, mail, or fax a signed request in writing to VUMC, Attn: Release of Information.
- If you are under the age of 18, your parent or legal guardian must sign as well.

**What we will provide to the patient at no cost (For patient Walk-in requests only).**

At no cost to you, we will provide up to 50 pages of the medical records that are relevant to your care. This is called an **abstract**. If you want additional records, you will need to specify which ones on Page 1.

**What is an abstract?**

An abstract contains only the medical records needed by you and your providers to continue your care after discharge. This is what is released unless you ask for your **legal medical record**. (The abstract usually includes: Discharge Summary, History & Physical, Lab, Pathology, Operative Reports, Procedure Notes, Radiology Reports, Problem List and Medications).

**What is a legal medical record?**

In addition to what is in the abstract, your legal medical record has all the information needed to identify you, support your diagnosis, justify your treatment, and document your care and results.

**What we will provide for a reasonable fee**

If you want your records sent to someone other than your doctor, you must complete and sign an authorization. Also, you or the person receiving the records must agree to pay the fees. Here are the fees, based on Tennessee Code Annotated 68-11-304(a)(2):

- **A flat fee of \$6.50 per patient request, plus:**
  - \$0.01-0.02 per page for records that are stored in paper and scanned
  - \$0.05 per page for records that are printed and delivered in hard copy
  - Actual postage for records that are delivered in hard copy
- **If a record is stored electronically and delivered electronically (either CD, USB, website/download portal, etc) the charge would be \$6.50.**
- **If the record is stored in paper and delivered electronically the charge would be \$6.50 plus \$0.01-0.02 per page to scan the record.**
- **If the record is stored in paper and delivered in paper the charge would be \$6.50 plus \$0.01-0.02 to scan, plus \$0.05 per page for the paper plus actual postage.**

If you would like to know in advance if the fee will be more than a certain amount, indicate this here:

Let me know if the fee for my records will be more than \$\_\_\_\_\_.

I understand that there may be fees for copying my medical records. By signing below, I agree to pay these fees when I am billed for them by CIOX.

Print Name: \_\_\_\_\_ Phone: ( \_\_\_\_ ) \_\_\_\_\_

Address: \_\_\_\_\_  
Street City State Zip

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## Authorization for Release of Medical Information

Please contact the following departments directly, if your request for information is related to home care services, radiology/imaging services, pharmacy services, or financial records.

<b>HOME CARE SERVICES:</b> 2120 Belcourt Avenue Nashville, TN 37212 (615) 936-0336	<b>RADIOLOGY IMAGES (X-Rays):</b> Medical Imaging Library 1301 Medical Center Drive TVC 1631 Nashville, TN 37232-2675 Phone: 615-322-0866 Fax: 615-343-6373
<b>PHARMACY (Outpatient):</b> 1301 22nd Ave. S. Nashville, TN 37232-5611 (615) 322-6480	<b>FINANCIAL OR BILLING RECORDS:</b> Patient Accounting One Hundred Oaks 719 Thompson Lane, Ste 30140 Nashville, TN 37204 (615) 936-0910 or (866) 488-4677

### How to Take Back (Revoke) your Authorization for Release of Medical Information

You have the right to take back (revoke) your authorization to release of your medical records. To do this you must put your request in writing and mail it to:

**Vanderbilt University Medical Center  
Center for Health Information Management  
Attn: Release of Information  
3841 Green Hills Village Drive  
Suite 200  
Nashville, TN 37215**

If you have any questions please call the Release of Information Department at 615-322-2062.

Revoking this authorization will not affect any actions that Vanderbilt University Medical Center may have already taken based on the authorization.

Also, if the authorization was a condition for getting insurance, revoking it does not affect the insurer's right to contest a claim made under the policy, or the policy itself.

When you release your medical information, whoever receives it may share it (except for any notes about drug or alcohol use and psychotherapy notes) with someone else. In this case, the information may no longer be protected by the HIPAA/Privacy Rule.

Treatment cannot be withheld or based on getting this authorization.