

BJC HealthCare
Progress West Hospital

#2 Progress Point Parkway - O'Fallon, MO 63368
Phone: (636) 344-1034 / Fax: (636) 344-1046

**REQUEST FOR ACCESS TO PROTECTED HEALTH INFORMATION
BY INDIVIDUAL PATIENTS**

PATIENT IDENTIFICATION

Please check (✓) the appropriate box(es) (□) and fill in the blank(s) as needed.

I hereby authorize/request Progress West Hospital to release medical information of:

Patient's Full Name: _____

Former Name(s) (where applicable): _____

Date of Birth: _____

Social Security Number: _____

I request only the following information to be released:

- | | | |
|---|---|---|
| <input type="checkbox"/> Designated Record Set (all pages of available medical record for date(s) of treatment requested) | <input type="checkbox"/> History & Physical | <input type="checkbox"/> Cardiac Cath Lab Reports |
| <input type="checkbox"/> Emergency Report | <input type="checkbox"/> Operative Report | <input type="checkbox"/> Cardiac Cath Lab Cine Film |
| <input type="checkbox"/> Discharge Summary | <input type="checkbox"/> Pathology Report | <input type="checkbox"/> EKG |
| <input type="checkbox"/> Laboratory (specify): _____ | <input type="checkbox"/> X-Ray Reports | <input type="checkbox"/> Clinic Records |
| <input type="checkbox"/> Other: _____ | <input type="checkbox"/> X-Ray Films | <input type="checkbox"/> Pharmacy Records |
| | <input type="checkbox"/> Mammograms | <input type="checkbox"/> Itemized Billing Statement |

Date(s) of Treatment: _____

Release or Mail To: Individual/Physician/Institution/Agency _____

Street Address _____

City, State and Zip Code _____

Telephone Number _____

For the purpose of: _____

ATTENTION: Once this information has been released pursuant to this Authorization, it may no longer be protected by Federal and/or State law/regulations and may no longer be deemed "Confidential". I permit the release of all information indicated above including test results and/or diagnosis and treatment information, if any, concerning drug/alcohol treatment or use, psychiatric treatment or AIDS/HIV and other communicable diseases.

I understand that neither BJC HealthCare nor any of its affiliated healthcare providers can make me sign this Authorization as a condition to getting treatment, making payments on any bills, or gaining enrollment or eligibility in any health insurance plan, unless the federal Privacy Regulations allow it. I agree that I have received a signed copy of this Authorization if I chose to do it.

I understand that I may revoke this Authorization at any time except to the extent that prior action has been taken in reliance on this Authorization. This Authorization will expire ninety (90) days from the date it is signed if I do not cancel it in writing prior to the expiration date. I understand that if I want to cancel/revoke this Authorization, I must mail, fax or bring a letter in person stating that I want to cancel this authorization. I understand that I need to mail, fax or bring the letter to the address or fax number noted at the top of this page.

If you are signing on behalf of a patient for whom you are the legal guardian or personal representative, you must attach a certified copy of your appointment as legal guardian or personal representative.

Signature of Patient/Legal Guardian/Personal Representative Date: _____ Time: _____

If someone else signs on behalf of the patient, state your relationship to the patient. Date: _____ Time: _____

Witness Date: _____ Time: _____

BJ 2-3343-519 (03/17/11) Page 1 of 2 TAB: CORRESPONDENCE **DO NOT WRITE BELOW THIS LINE**



AUTHORIZATION FOR RELEASE OF INFORMATION

PATIENT IDENTIFICATION

Please check (✓) the appropriate box(es) (□) and fill in the blank(s) as needed.

If this Authorization is being presented pursuant to litigation, complete this section.

If this Authorization is being completed pursuant to litigation, please note that this Authorization includes medical records, reports and other medical documents in your possession which relate to any prior or subsequent complaints, injuries, illnesses, or other conditions involving the same parts of the body and the same or similar conditions as described below. This Authorization includes but is not limited to records of all examinations, treatments and tests, including inpatient, outpatient and emergency room, whether for diagnostic or prognostic purposes, consultation reports, correspondence, x-rays, photographs, videotapes, MRIs and CT scans and post-mortem records, if applicable, **PROVIDED** that the examinations, treatments and/or tests involve or relate to complaints, injuries, illnesses or conditions pertaining to the following alleged injury:

[insert allegation from petition which describes injured part(s) of body]

The health care provider is neither required nor prohibited by law from engaging in private conversations regarding the patient's above-referenced care. The decision to enter into any such conversation is that of the health care provider. However, disclosure that exceeds the scope of this authorization may subject the health care provider to civil liability.

This authorization, contrary to the notice above, shall remain in effect until the underlying claim is finally resolved. Therefore, you may receive a supplemental request for documents. Provided you have an original authorization allowing you to provide records to the party making the supplemental request, a written request for supplemental documents is sufficient, and no additional authorization is required.

[The patient further requests that the health care provider supply complete copies of all documents produced pursuant to this authorization to patient's attorneys, _____, at their expense. (If desired by Plaintiff's counsel)]

NOTE: Records will be mailed to above address unless otherwise noted below.

Signature of Patient/Legal Guardian/Personal Representative Date: _____ Time: _____

If someone else signs on behalf of the patient, state your relationship to the patient. Date: _____ Time: _____

Witness Date: _____ Time: _____

NOTE:

If above address is not patient's, please complete the following:

Patient Address: _____

Check if Patient will pick up copies at Progress West Hospital:

For Progress West Hospital Use Only: Date Request Granted: _____

Other Disposition (Date/Action): _____

- THIS SECTION FOR FILM LIBRARY USE ONLY -

CD Release

Librarian Initials: _____ Date Request Processed: _____

Type of Loan: _____ Mail Out Pick-Up Courier Fed-Ex

Exams Burned to CD: _____

