
To: Northwest Kidney Centers Workforce
From: Alan Brandon, Compliance Officer
Date: January 10, 2020
Subject: HIPAA Compliant Authorization to Release Medical Records

HIPAA requires specific information on an authorization form to release medical records. Without this information any request is considered invalid and the requestor will need to complete a Form HIM-A25001F – Authorization for Northwest Kidney Centers to Release Medical Information to a 3rd Party.

The Northwest Kidney Centers Policy and Form regarding the release of medical information can be found on Policy Manager under Health Information Management HIM.

A HIPAA release form must be written in plain language and a copy of the signed form should be provided to the patient. A HIPAA-compliant authorization to release medical information form must contain the following information:

- A description of the information that will be disclosed.
- The purpose for which the information will be disclosed.
- The name of the person or entity to whom the information will be disclosed;
- An expiration date or expiration event when consent to disclose the information is withdrawn. For example, the authorization could state that it is good for 30 days, 90 days or even for 2 years. An authorization could also provide that it expires when the client reaches a certain age.
- A signature and date that the authorization is signed by an individual or an individual's representative. If a representative is signing the form, the relationship with the patient must be detailed along with a description of the representative's authority to act on behalf of the patient.

The HIPAA release form must also include statements that advise the individual of:

- Their right to revoke their authorization.
- Any exceptions to the individual's right to revoke the authorization.
- Details of how the authorization can be revoked.
- That treatment, payment, enrollment or eligibility for benefits for a patient is not dependent on them signing a release form.

That there is potential for information disclosed under the terms of the authorization to be redisclosed by the recipient and may no longer be protected by federal or state law.