



Phone: 320-774-1187  
 Fax: 320-774-1188  
 info@bestwoodagency.com  
 www.bestwoodagency.com  
 1506 33rd Ave N  
 St. Cloud, MN 56303

Authorization for Disclosure of Health Information

<p>Client Information</p>	<p>Client Name: _____ Date of Birth: _____          Previous Name(s): _____          Address: _____ Phone #: _____          City: _____ State: _____ Zip Code: _____          E-mail Address (Optional): _____</p>
<p>I Authorize</p>	<p style="text-align: center;"><b>Bestwood Agency LLC</b></p> <p style="text-align: center;">To do the following:</p> <p><input type="checkbox"/> Release To   <input type="checkbox"/> Receive From   <input type="checkbox"/> Both Release &amp; Receive</p> <p>Contact Name/ Department: _____          Agency Address: _____          City/State/Zip _____          Phone _____</p>
<p>With</p>	<p>Agency/ Name: _____ Phone #: _____          Address: _____ Fax #: _____          City: _____ State: _____ Zip Code: _____          E-mail Address (Optional): _____</p>
<p>What do you want released?</p>	<p><input type="checkbox"/> Record Dates between: _____ to _____  <input type="checkbox"/> Verbal   <input type="checkbox"/> Diagnostic Assessment/ DA Update/ Comp Eval   <input type="checkbox"/> Progress Notes   <input type="checkbox"/> Treatment Plans  <input type="checkbox"/> Functional Assessment/DLA 20   <input type="checkbox"/> Psychiatric Eval   <input type="checkbox"/> Medication Notes   <input type="checkbox"/> Psychological Eval   <input type="checkbox"/> Summary of Services  <input type="checkbox"/> School Records   <input type="checkbox"/> Screening Tools   <input type="checkbox"/> Social Services   <input type="checkbox"/> Benefits/ Financial   <input type="checkbox"/> Legal/ Court/ PO   <input type="checkbox"/> Billing Records  <input type="checkbox"/> Other: _____</p>
<p>Purpose of Release</p>	<p><input type="checkbox"/> Coordination of Care   <input type="checkbox"/> Client Request/ Personal   <input type="checkbox"/> Legal/ Court   <input type="checkbox"/> Insurance Company   <input type="checkbox"/> Financial/ Billing  <input type="checkbox"/> Family Request   <input type="checkbox"/> PCP Letter   <input type="checkbox"/> Other (Please Specify): _____</p>
<p>Substance Use Disorder (SUD) Special Consent</p>	<p>Per Federal Rule 42 CFR, part 2 this section must be completed to release SUD records.  <input type="checkbox"/> Dates of Service is REQUIRED between: _____ to _____  <input type="checkbox"/> SUD Assessment   <input type="checkbox"/> SUD Weekly Summary Notes   <input type="checkbox"/> SUD Discharge Summary   <input type="checkbox"/> Monthly Tx Plan Review  <input type="checkbox"/> SUD Verbal   <input type="checkbox"/> Other: _____</p>
<p>Preferred Method</p>	<p><input type="checkbox"/> Mail   <input type="checkbox"/> Fax   <input type="checkbox"/> E-mail   <input type="checkbox"/> Pick-Up</p>
<p>Authorization</p>	<p>This authorization will expire one year from the date of the signature below unless there is a different date/event indicated on the right.          Client Signature: _____ Expiration Date: _____          Date: _____          I am signing as an authorized representative of the client, I am:  <input type="checkbox"/> Parent of a Minor   <input type="checkbox"/> Court Appointed Guardian/ Conservator          Parent/ Guardian Signature: _____          Date: _____</p>

**Disclaimer:** Bestwood Agency LLC may not condition my treatment, payment, enrollment, or eligibility for benefits by signing this authorization. Bestwood Agency LLC cannot prevent the re-disclosure of records released because of this request, and after information is released from Bestwood Agency LLC, the records may not be subject to the Federal Privacy Rule Laws. SUD Records- The Federal Rules prohibit you from making any further disclosure of this information unless further disclosure is expressly permitted by the written consent of the person whom it pertains or as otherwise permitted by 42 CFR, part 2. A photocopy of this authorization will be treated in the same manner as the original. I have the right to revoke this authorization at any time by giving written notice to Bestwood Agency LLC. I understand that the revocation will not apply: 1) to information that has already been released in response to this authorization, or 2) to my insurance company as the law provides my insurer with the right to contest a claim under my policy.

## Guidelines for Completing the Bestwood Agency LLC Authorization for Disclosure

**Client Information:** Complete this entire section with clear and legible writing so the information identifies the client whose information is being requested/ released.

**I Authorize:** Please check by either: 1) Release To, 2) Receive From, or 3) Both Release & Receive. If you choose only “Release To” Bestwood Agency LLC can only share information; If you choose only to “Receive From” Bestwood Agency LLC CANNOT share any information; If you choose “Both Release & Receive” Bestwood Agency LLC may share and receive information from the agency/ name listed on the form.

**With Agency/ Name:** Indicate clearly and legibly where or whom you wish to send/ receive information with. Be as specific as possible.

**What do you want Released?** The purpose of this section is to have us share the information you want us to. Only the specific information checked will be released. If no dates are specified, we will only release the most recent DA and 3 progress notes. Minimum Necessary means we will use the least amount of information possible to accomplish the desired task. Select “Verbal” if you want us to release or obtain information verbally with the listed releasing/ obtaining party. Verbal is all inclusive. “Screening Tools” will include: SDQ/ CBCL, PHQ-9, and Locus.

**Purpose of the Release:** Identify the reason you need to release/ request information. This helps Bestwood Agency LLC appropriately provide care and track releasing of confidential information. It informs us who may be responsible for the cost of medical records being released and is required on each release. \*Fees may be charged in accordance with MN statutes 144.292 and Federal Rule 45 CFR 164.524 (where applicable).

**Substance Use Disorder (SUD) Special Consent:** This section must be completed to allow previous agencies to release SUD records on your behalf. This information is protected by Federal Confidentiality Rules (42 CFR, Part 2). The Federal Rules prohibit you from making any further disclosure of this information unless further disclosure is expressly permitted by the written consent of the person whom it pertains or as otherwise permitted by 42 CFR, part 2. A general authorization for the release of medical or other information is NOT sufficient for this purpose. The Federal Rules restrict any use of the information to criminally investigate or prosecute any alcohol or drug abuse patient. The dates of special consents are required to release SUD records. Select “Verbal” if you want us to release or obtain SUD information verbally with the listed releasing/ obtaining party. Verbal is all inclusive.

**Preferred Method:** This tells us how you would like your information provided. We can print and mail the documents, send them by fax, CONFIDENTIAL email, or we can print the records and make them available for you to pick-up at one of our locations.

**Authorization and Revocation:** Signing this form (or having the parent/ legal guardian sign for the client) will grant authorization to share/ receive confidential information. Please sign and date this form to validate this authorization. If signed by someone other than the client or parent of a minor, you will be required to provide written proof of your authority (legal paperwork). This authorization will automatically expire in one year from the date signed unless a different date or event has been identified, not to exceed 5 years per (144.293, Subd. 4) from the date signed. This authorization can be revoked at any time by your written request to Bestwood Agency LLC.

- You may only enter one entity, clinic, or individual per Release of Authorization of Disclosure.
- If requesting records, please allow 7-10 business days for processing of the Release of Information (ROI). In some cases, it can take up to 30 days (45 CFR 164.524(b)(2)(i)).