MICHIGAN MEDICINE

REQUEST FOR OUTSIDE RECORDS - PATIENT INFORMATION FROM ANOTHER ORGANIZATION
(Authorization to Request)

For Clinic Use Only:
Date Request Sent: _____
☐ Mailed ☐ Faxed
Sent by: _____
Name Title Clinic/Unit
Information Received:
☐ No ☐ Yes - **Date Received:** _____
Received by:
_____
Name Title Clinic/Unit

This authorization is voluntary. I understand that Michigan Medicine (MM) will not condition treatment, payment, enrollment, or eligibility for benefits on my signing this document.

Patient Name: _____ **Maiden/AKA:** _____ **Date of Birth:** _____

Street Address: _____ **UMHS MRN:** _____

City/State/Zip: _____ **Telephone #:** _____

Email Address: _____

1. I hereby authorize the release of information from following Doctor / Clinic / Unit:

Name of Person/Organization: _____

Street Address: _____

City/State/Zip: _____

Send information to:

UMHS Doctor / Clinic / Unit: _____

ATTENTION (Name): _____ Phone #: _____

Address: _____ Fax #: _____

City/State/Zip _____

UMHS Doctor / Clinic / Unit: _____

ATTENTION (Name): _____ Phone #: _____

Address: _____ Fax #: _____

City/State/Zip _____

2. Specific Information Needed: From Dates of Service: _____/_____/_____ **to** _____/_____/_____
(mm/dd/yyyy) (mm/dd/yyyy)

***[To release alcohol and substance use disorder/treatment information, complete this form and Form 70-10232**.] I request the following information to be released, which may include: Psychological and social work counseling; HIV or AIDS or ARC; communicable disease or infections, including sexually transmitted disease, venereal disease, tuberculosis and hepatitis; and demographic information, for the purposes and conditions designated on this form.*

☐ Inpatient Record ☐ Consults ☐ Emergency Room Record ☐ Pathology
☐ Outpatient Record ☐ Treatment Summary ☐ Entire Medical Record ☐ X-Ray - Imaging Films/CD
☐ Operative Report ☐ Discharge Summary ☐ Laboratory Tests Results ☐ X-Ray - Imaging Reports
☐ Other (*specify*): _____

If outside records include diagnostic images (MRI, CT Scan, etc.) and a Michigan Medicine physician is required to "Re-Read" the image(s), there could be additional costs not covered by insurance. Please check with your insurance to determine any costs.
_____*(Initials Required)*

3. Purpose of Release/Disclosure: At the request of the patient (or patient's legally authorized representative); *for continuing care.*

4. This authorization expires on: _____ (*specify expiration date or event*)**.**
If left blank, the authorization will expire six (6) months after the date signed below.

5. Revoking authorization: I may revoke (cancel) this authorization at any time. Revocations (cancellations) must be made in writing and sent to the releasing organization. Revocations will not apply to information that already has been released.

6. Effect of release: Once information has been disclosed, it may no longer be protected from further disclosure by federal or state privacy laws.

_____ _____/_____/_____
Signature of Patient or Legally Authorized Representative (if patient is a minor or unable to sign) **DATE** (mm/dd/yyyy)

_____
Printed Name of Legally Authorized Representative (if patient is a minor or unable to sign)
Relationship to Patient: ☐ **Spouse** ☐ **Parent** ☐ **Next-of-Kin** ☐ **Legal Guardian** ☐ **DPOA for Healthcare**