COLUMBIA UNIVERSITY MEDICAL CENTER

Columbia Otolaryngology-HNS
Medical Records Department
180 Fort Washington Ave., 7th Floor
New York, NY 10032
Medrecrequest-otohns@columbia.edu

Authorization to Release Medical Information

Patient Name: _____ Date of Birth: _____

Address: _____ Phone: _____

City: _____ State: _____ Zip: _____

I authorize the release of the following protected health information:
____Office Notes Name of Physician:_____
____Pathology Reports ___Radiology Reports ___Laboratory Reports Date(s): _____
Other: _____

The purpose for this request to release medical information is:
____Medical Care/Treatment ____Insurance ____Other (specify)_____

Method of delivery: ____Paper Copy ____Email (records will be emailed to the corresponding email address)

Send my medical information to: Name: _____
Address: _____
City, State, Zip: _____

I understand that:

- By signing this form, I am authorizing the use or disclosure of protected health information as indicated above.
- I may refuse to sign this authorization, which will not affect my treatment or payment for health care.
- I may revoke this authorization at any time before the information I have requested is released by providing written notice of revocation as specified in the Notice of Privacy Practices.
- If the receiving party is not subject to medical records privacy laws, the information may be re-
- disclosed by the recipient and may no longer be protected by federal or state law. Columbia University Medical Center shall not be held liable for any consequences resulting from re-disclosure
- If the information to be released contains any information about HIV/AIDS an additional NYSDOH HIPAA release of medical information form will be requested.
- Alcohol or substance abuse, mental health or psychiatry notes may have additional compliance requirements that must be met before the information can be released.
- A copy of this signed form will be provided to me.
- CUMC may charge an administrative fee to cover the cost of labor, copying, and postage. The physician's office will inform me of any charges and arrange for payment.
- This Authorization expires on __ /__ / __ (if date not completed, one year after signed)

_____ _____
Patient/Representative Signature Date

If the patient listed above is a minor or is unable to sign and you are a parent, legal guardian, or personal representative signing on behalf of this patient, please sign above and complete the following:

_____ _____
Print Name Relationship to patient

Retain this form in the patient's medical record and provide a copy to the patient.

An additional authorization (NYS DOH-2557) is required for disclosures when your medical records contain information relating to Acquired Immunodeficiency Syndrome (AIDS), or Human Immunodeficiency Virus (HIV) including but not limited to test results and the fact that the test was taken.