



AUTHORIZATION TO DISCLOSE PROTECTED HEALTH INFORMATION (PHI)

Print Patient's First Name _____	M _____	Last Name _____
Date of Birth _____	Sex _____	MRN _____
CSN: _____ or Patient Label _____		

Printed Patient's Name _____ Phone _____

Patient's Birth Date _____ Email Address _____

Address _____

Address _____ City _____ State ____ Zip _____

DESCRIPTION OF MEDICAL RECORDS REQUESTED:

Please check facility from which you are requesting records –

- | | | | |
|---|---|--|--|
| ☐ Cedar Falls (Hospital) | ☐ Cedar Falls (Clinic) | ☐ Centerville | ☐ Clinton |
| ☐ Clinton (Clinic) | ☐ Des Moines (Hospital) | ☐ Des Moines/Central Iowa (Clinics) | ☐ Dubuque |
| ☐ Dyersville | ☐ Elkader | ☐ Newton | ☐ New Hampton |
| ☐ North Iowa | ☐ North Iowa (Clinic) | ☐ Oelwein (Hospital) | ☐ Oelwein (Clinic) |
| ☐ Quad Cities (Genesis) | ☐ Quad Cities (Genesis) Clinic | ☐ Waterloo (Hospital) | ☐ Waterloo (Clinic) |
| ☐ Medical Clinic – Location/Provider _____ | | | |

List Date(s) of Treatment _____

Please select documents to disclose:

- | | | |
|--|--|---|
| ☐ Emergency Department Report | ☐ Discharge Summary | ☐ History and Physical |
| ☐ Consultations | ☐ Operative/Procedure Report | ☐ Lab Pathology Results |
| ☐ Progress Notes | ☐ Test Results (EKG, EEG, ECHO) | ☐ X-Ray/Diagnostic Results |
| ☐ Summary/Abstract Record Set | Specify Test Result _____ | |
| ☐ Clinic/Physician Office Notes – Specify Provider Name _____ | | |
| ☐ Other (list) _____ | | |

Please include: ☐ Radiology Images/CD ☐ Itemized Billing Records ☐ Complete Medical Record (Fees may apply)

PURPOSE OR NEED FOR THE DISCLOSURE IS:

- | | | |
|---|---|---|
| ☐ Patient's Own Use | ☐ Continued Medical Care | ☐ Third Party (Insurance, Legal) |
| ☐ Other (list) _____ | | |

PLEASE DISCLOSE REQUESTED RECORDS TO:

I authorize the medical records indicated above to be provided to the following:

- ☐ Patient/Myself ☐ Parent/Legal Guardian ☐ HIPAA Personal Representative ☐ Other, specify below:

Name _____

Address _____

Phone _____ Fax _____

FORMAT REQUESTED: (check only one option)

- ☐ Deliver to Patient Portal/MyChart ☐ CD ☐ Paper ☐ Email—if you choose email, insert email address and choose secured or unsecured below Email address _____
- ☐ secured/encrypted email (access instructions provided) ☐ unsecured/unencrypted email*
- * If you checked "unsecured email" please be aware that sending and receiving your medical record info via unsecured email creates personal risk of interception and potential identity theft.
- * Please initial if you are requesting unsecured delivery via your personal email listed above. Initials _____
- ** If records are unable to be emailed due to size limitations, please select an alternate format: ☐ Paper or ☐ CD
- ** Records provided on CD or paper will be sent via the United States Postal Service.

Charges for Access:

We will not charge you for your first copy of your pertinent record set and/or outpatient diagnostic test results sent to you, the patient's parent or legal guardian, or your HIPAA personal representative. If you ask us to copy your complete medical record, we may charge a reasonable fee as permitted by HIPAA Privacy regulations. Health Information Management utilizes a copy service to complete most record requests. You may be invoiced directly by the copy service where applicable. You may request to be notified of any charges for approval prior to having your records sent to you.



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Print Patient's First Name	M	Last Name
Date of Birth	Sex	MRN
CSN: _____		or Patient Label

Information About Your Access Rights: Except under limited circumstances, we will provide you with access to your records. We will respond to your request within 30 days (or 60 days if the extra time is needed to gather records) from the time we receive this completed form. In certain situations, we may deny your request but if we do, we will tell you in writing of the reasons for the denial and explain your rights to have the denial reviewed.

I hereby request access to my health information as noted above maintained by MercyOne. I understand that the disclosure of my health information MAY INCLUDE information that is related to sexually transmitted disease, acquired immunodeficiency syndrome (AIDS), or human immunodeficiency virus (HIV), behavioral or mental health services, treatment for alcohol and/or drug abuse, and/or genetic testing.

Please initial below to authorize the disclosure of any of this information:

☐ Alcohol/Drug Abuse or Addiction Diagnosis Treatment	☐ Behavioral/Mental Health Information
☐ Communicable Disease, including Sexually Transmitted Disease	☐ Genetic Testing
☐ HIV/AIDS Related Information, including testing and treatment	☐ Reproductive Records

If I refuse to sign this Authorization the health care provider will not withhold treatment from me and will not disclose the information to the recipient specified above.

I understand that if the recipient of the information is not a health care provider or health plan covered by federal privacy regulations, the information described above may be re-disclosed by the recipient and no longer protected by these regulations.

I understand that I have the right to revoke this authorization by written notice to the health care provider listed above. I understand that actions taken in reliance on this authorization cannot be reversed, and my revocation will not affect those prior actions.

This authorization expires on _____ (date) or upon the following event: _____
(If no date or event is specified, this authorization will expire one (1) year from the date of signature.)

SIGN HERE _____
Patient Signature (Print form, sign by hand, and return. Typed signatures will not be accepted.) Date

Printed name of patient's Parent/Legal Guardian or HIPAA Personal Representative, if applicable _____

Describe relationship to patient (e.g., minor's parent, guardian) _____

Mail request form to:

FACILITY	MAILING ADDRESS	FAX NUMBER	EMAIL
Cedar Falls (Hospital)	515 College St, Cedar Falls, IA 50613	319-268-3963	IAmedicalrecordshosp@mercyhealth.com
Cedar Falls (Clinic)	2710 St. Francis Dr., Waterloo, IA 50702	319-272-5382	IAmedicalrecordshosp@mercyhealth.com
Centerville	One St. Joseph's Drive, Centerville, IA 52544	833-521-5846	TrinityMercyOneIA@mrocorp.com
Clinton	1410 North 4th Street, Clinton, IA 52732	563-244-5576	TrinityClintonIA@mrocorp.com
Des Moines (Hospital)	1111 6th Avenue, Des Moines, IA 50314	833-521-5846	TrinityMercyOneIA@mrocorp.com
Des Moines/Central Iowa (Clinics)	405 SW 5th St. Suite F, Des Moines, IA 50309	515-358-6996	MercyOneIowaClinics@mrocorp.com
Dubuque	250 Mercy Drive, Dubuque, IA 52001	563-589-8162	TrinityDubuque@mrocorp.com
Dyersville	1111 Third Street Southwest, Dyersville, IA 52040	563-589-8162	TrinityDubuque@mrocorp.com
Elkader	901 Davidson St. N.W., Elkader, IA 52043	515-220-7062	Trinityelkaderia@mrocorp.com
Newton	204 North 4th Avenue East, Newton, IA 50208	833-521-5846	TrinityMercyOneIA@mrocorp.com
New Hampton	308 N Maple Ave, New Hampton, IA 50659	641-394-1999	NHHIM@mercyhealth.com
North Iowa	1000 4th St SW, Mason City, IA 50401	641-428-7800	mchimoperations@mercyhealth.com
Oelwein (Hospital)	201 8th Ave SE, Oelwein, IA 50662	319-283-6061	IAmedicalrecordshosp@mercyhealth.com
Oelwein (Clinic)	2710 St. Francis Dr., Waterloo, IA 50702	319-272-5382	IAmedicalrecordshosp@mercyhealth.com
Quad Cities (Genesis)	1401 West Central Park, Davenport IA, 52804	563-421-7289	trinityhealthgenesis@mrocorp.com
Waterloo (Hospital)	3421 W. Ninth St. Waterloo, IA 50702	319-272-7810	IAmedicalrecordshosp@mercyhealth.com
Waterloo (Clinic)	2710 St. Francis Dr., Waterloo, IA 50702	319-272-5382	IAmedicalrecordshosp@mercyhealth.com

REQUESTING MEDICAL RECORDS ON BEHALF OF ANOTHER PERSON: If you are requesting medical records for someone other than yourself, you may be required to provide additional documentation to show that you have a legal right to request these records. Examples of these documents include Letters of Representation, Guardianship Papers, Affidavits of Heir at Law, etc. HIPAA personal representative is defined as a person with legal authority to make health care decisions on behalf of the individual.

