



PT NAME
MR #

Mailing Address: 3333 Farnam St, 3rd Floor Attn: HIM ROI Omaha, NE 68131
Fax: (402) 559-6200

Patient Name: _____ Birth date: _____
Address: _____ Daytime Telephone: _____
Last 4 SSN#: _____

I hereby authorize and request release of my medical records:

FROM: _____ TO: _____

Information to be disclosed:

From (date) _____ to (date) _____

- Discharge Summary EKG/EEG Reports Radiology Images HIV Testing Results
- History and Physical Exam Emergency Room Record Radiology Reports
- Operative Report Clinic Notes Prenatal (Pregnancy) Records Drug Testing Results
- Pathology Report Psychiatric/Mental Health Information Physical/Occupational Therapy Notes
- Other (please specify) Laboratory Results Substance Use Disorder Notes Genetic Testing

Release Format (choose one): Mail Pick Up One Chart Patient Portal Email _____

Purpose of Release: Continuation of Care Attorney Personal records Other _____

This statement of consent can be revoked at anytime before disclosure of the information, and expires on _____ (expiration date of event). If no expiration date or identifiable event related to the individual is listed, then the authorization expires 12 months after it is signed.

I understand that I may revoke this authorization at any time by notifying the providing organization in writing. If I revoke the authorization, it will not have any effect on actions taken prior to receipt of the revocation.

I understand that the individual/institution that receives the information described above may not be covered by federal privacy regulations, and that the information may be redisclosed publicly and no longer be protected by those regulations.

PROHIBITION ON REDISCLOSURE OF ALCOHOL AND/OR DRUG ABUSE TREATMENT INFORMATION RECORDS: This information has been disclosed from records protected by federal law. 42 CFR. Part 2 prohibits any further disclosures of these records without specific written authorization of the person to whom it pertains, or as otherwise permitted by law.

I understand Nebraska Medicine and its affiliates will not condition evaluation or treatment on whether I sign this authorization.

Fees: I understand that federal and state laws allow a fee to be charged for the copying of medical records and I will be responsible for the payment of such fees.

(Signature of patient)

(Signature of parent, guardian, or authorized representative)

(Date)

(Relationship of above person to patient)

COPY IS AS VALID AS ORIGINAL

AUTHORIZATION FOR RELEASE OF INFORMATION



RELEASE OF INFORMATION

Mailing Address:
 Health Information Management
 Release of Information
 3333 Farnam St, 3rd Floor
 Omaha, NE 68131

Phone: 402-559-4024 **Fax:** 402-559-6200 or 402-559-3799

PROCESSING TIME

- Health Information Management requires a minimum of 72 hours or three business days after the written request is received to process
- Allow an additional 7-10 days for mailing time
- Requests for records created prior to 1999 make take additional time to research and process

COMPLETING THE AUTHORIZATION:

- Authorizations are valid for 12 months from the date of signing if no expiration date or identifiable event related to the individual is listed
- Requests made by anyone other than the patient must include:
 - Signature of the patient’s representative and date
 - Relationship of representative to the patient
 - Persons other than the parent of a minor child must provide proof of legal authority to act on behalf of the patient. Legal proof includes guardianship, power of attorney, personal representative papers and other legal documents
- Charges do not apply when records are released to a doctor/medical facility for continuation of care.

CHARGES

Patient Pricing

How they are stored-----> How they are released		Fee Information
Electronic	-> Electronic (Email, Portal, CD, Flash Drive)	\$6.50 flat fee
Electronic	-> Paper	\$0.90 labor cost + \$0.05/page supplies + postage + sales tax
Hybrid (Paper & Electronic)	-> Electronic (Email, Portal, CD, Flash Drive)	\$6.50 (electronic) + \$0.07 per paper page + tax + postage
Hybrid (Paper & Electronic)	-> Paper	\$0.07 per paper page + \$0.90 labor + \$0.05 per page supplies + postage + tax
Paper	-> Electronic (Email, Portal, CD, Flash Drive)	\$0.07 per paper page + tax + postage
Paper	-> Paper	\$0.07 per page labor + \$0.05 per page supplies + tax + postage