



Authorization to Disclose Protected Health Information  
 The undersigned authorizes:  
 Providence Medical Group  
 110 Gateway Corporate Blvd, Suite 100, Columbia, SC 29203  
 (P) (803) 865-4490 (F) (803) 255-2785  
 to release my health information as noted below:

PMG Physician: \_\_\_\_\_

1. →

**Patient Information**

Patient Full Name: \_\_\_\_\_ Other Names? \_\_\_\_\_ Patient  
 Address: \_\_\_\_\_ Date of Birth: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_  
 Zip: \_\_\_\_\_ Phone #: \_\_\_\_\_

2. →

**Release Information To**

Email address for record delivery only: *Please ensure email address is legible!* Provide email address only if you want your records sent via email.  
 \_\_\_\_\_

If email delivery is preferred, you must provide a valid email address of either your own or that of your designated recipient. Your records will be provided as an Adobe PDF file. If you do not retrieve your records within 30 days, they will be deleted. You will receive an email containing instructions for accessing the records. There may be a fee for collecting your records. If so, an invoice will be provided to you through email or mail.

Name/Facility: \_\_\_\_\_ Attention: \_\_\_\_\_  
 Address: \_\_\_\_\_ Phone: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
 Fax #: \_\_\_\_\_

Purpose of Request:  Personal  Treatment  Legal  Insurance  Transfer  Other: \_\_\_\_\_

3. →

**Information to be Released**

*If you fail to specify, a 1-year abstract will be provided.*

Please release a 1-year abstract of my records (includes most recent notes, labs, procedures & testing)  
 Please release a 2-year abstract of my records (office notes, labs, procedures & testing, up to 2 years)  
 Date Range: \_\_\_\_\_:  
 Progress Notes  Radiology Reports  Labs  
 Operative Reports  Injections  Physical Therapy  
 Other: \_\_\_\_\_  
 Radiology Disc

(Please pick ONE delivery option)

Send by Email  Fax to Doctor  Records on Paper

Pursuant to HIPAA 45 CFR, 164.524, we reserve the right to charge a reasonable cost-based fee for producing and mailing the copies. If you want the entire medical record, the rate will increase proportionally based on the cost. At no time will the cost-based fees exceed South Carolina Code Ann. § 44-115-80 (2014)

← 4.

5. →

**Authorization to Release Protected Health Information**

I acknowledge and hereby consent to such, that the released information may contain alcohol, drug abuse, psychiatric, HIV testing, HIV results, or AIDS information. \* \_\_\_\_\_ (Please Initial)

I understand that: I may refuse to sign this authorization and that it is strictly voluntary. My treatment, payment, enrollment or eligibility for benefits may not be conditioned on signing this authorization. I may revoke this authorization at any time in writing, but if I do, it will not have any effect on any actions taken prior to receiving the revocation. **Unless otherwise revoked, this authorization will expire on the following date, event or condition: \_\_\_\_\_** *If I do not specify expiration this authorization will expire in 90 days.* If the requestor or receiver is not a health plan or health care provider, the released information may no longer be protected by Federal Privacy Regulations and may be disclosed. I understand that I may see and obtain a copy of the information described on this form, for a reasonable copy fee, if I ask for it. I can request a copy of this form after I sign and date it.

6. →

**STOP** Please confirm that you have filled out this form in its entirety—if form is incomplete, or if protected information is not released, we may be unable to fulfill this  
 Signature\*: \_\_\_\_\_ Date: \_\_\_\_\_

\* For non-emancipated minors under the age of 18, a parent or guardian must sign release form. If patient is unable to sign, a copy of the legal documentation for patient's representative must be supplied with a copy of this form.

1. Patient Information: Ensure the patient fills out this entire portion with full name (along with any nicknames or previous names used), address, and DOB.
2. Release Information To: We need the full name and address of where the patient is wanting records sent and would need a fax number included to electronically send records to another doctor.
3. Information to be Released: The patient needs to make a selection as to what they are wanting released. If they do not make a selection, we default to sending a 1-year abstract of records.
4. Delivery Option: This option allows us to know exactly how the patient is wanting the records delivered, via: email, fax or paper copies.
5. Release Information To: Only applicable to any sensitive information that may be in the chart. If this is not initialed, we will not include any of this info in the record set that is sent.
6. Signature: Unless records are being sent to doctor's office, the patient MUST sign and date the auth or it will not be processed.