SAN BERNARDINO COUNTY | Behavioral Health

303 E. Vanderbilt Way San Bernardino | (909) 388-0900
www.SBCounty.gov

RESET

AUTHORIZATION TO RELEASE PROTECTED HEALTH INFORMATION (PHI)

Client Name _____ DOB _____
Client Address _____ Last 4 Digits of SSN _____
_____ Client Phone # _____

Completion of this document authorizes the release and use of your PHI. Failure to complete all applicable sections of the form may invalidate this Authorization.

I. AUTHORIZATION TO RELEASE PHI

(A) I hereby authorize _____
(Facility Name/Provider Name/Other)

(B) To **release to** (Enter name of individual(s) or Entity(ies) in the section below and specify relationship)

Individual(s) or Entity(ies) Name(s):

_____

_____

Two-Way Authorization

☐ Checking Box authorizes the two-way exchange of your PHI between parties identified in Sections I (A) and I (B) of this Authorization.

II. MAILING ADDRESS FOR RECORDS (MENTAL HEALTH AND SUD)

Note: Complete this section **only if** records are to be mailed/faxed to the receiving party.

(A) Name of Recipient _____
Address _____
City, State, ZIP Code _____
Phone # ( ) _____ FAX # ( ) _____

III. PURPOSE OF MENTAL HEALTH AND/OR SUD DISCLOSURE

Purpose of requested use or disclosure:

☐ Client request OR ☐ Other (please list purpose)

List limitations of disclosure, if any:

IV. MENTAL HEALTH SPECIFIC

(A) I specifically authorize release of the following **Mental Health** treatment Information _____

(Client or legal representative's initials)

(B) I authorize the release of either:

(i) ☐ All my health information pertaining to my medical history and/or mental health condition

Dates From _____ **To** _____ ***OR***

(ii) ☐ Only the following specific records or types of medical history and/or mental health information

Dates From _____ **To** _____

☐ Assessment	☐ Attendance	☐ Client Plan
☐ Diagnosis	☐ Discharge Summary	☐ Lab Results
☐ Medication	☐ Psych Clearance	☐ Summary Letter
☐ Treatment Notes	☐ Reproductive Health Information (e.g. Pregnancy status, Women's Health Survey)	

☐ Other

V. EXPIRATION (MENTAL HEALTH)

This Authorization expires *(insert exact date)*: _____

Note: California law requires you enter an exact date; otherwise, DBH cannot process this Authorization.

VI. REVOCATION (MENTAL HEALTH)

I understand that I may cancel this Authorization at any time, but I must do so in writing by submitting my request for revocation to the health care facility that I authorized to release my health information. If I revoke this Authorization, I must submit my written request to the following address:

(I) Name of Facility/ Provider/ Other _____
Address _____
City, State, ZIP Code _____
Fax Number _____

My cancellation of this Authorization takes effect upon receipt by DBH who will release no further information based on the cancellation. I understand that any information DBH released prior to the revocation may be irretrievable.

VII. MY RIGHTS (MENTAL HEALTH)

- I may refuse to sign this Authorization. My refusal to sign will not affect my ability to get treatment, payment or eligibility for benefits.
- I have a right to receive a copy of this Authorization.
- To the extent permitted by law, I may inspect or obtain a copy of the health information that I am being asked to allow the use or disclosure of.
- I understand the health information I authorized for release could be re-disclosed by the person/entity I designated to receive the information. I understand DBH cannot prevent my information previously released by this Authorization from being re-released by whoever received it.
- I understand in some cases California law does not prohibit the re-release of my information and my information may no longer by protected by federal confidentiality law (HIPAA). However, I understand California law prohibits the person or entity receiving my health information from making additional disclosures unless another authorization is obtained from me or unless such disclosure is specifically required or permitted by law.

VIII. SUBSTANCE USE DISORDER (SUD) SPECIFIC

(A) ☐ I specifically authorize release of the following specific records or types of **SUD** Treatment information _____

(Client or legal representative's initials)

Dates From _____ **To** _____

☐ Assessment	☐ Attendance	☐ Client Plan
☐ Diagnosis	☐ Discharge Summary	☐ Lab Results
☐ Medications/dosage ☐ Include SUD Medications	☐ Psych Clearance	☐ Summary Letter
☐ Counseling Notes (Requires separate release)	☐ All SUD claims and encounter data	☐ Legal proceedings (Requires separate release)
☐ Reproductive Health Information (e.g. Pregnancy status, Women's Health Survey)	☐ Treatment, Payment and Operations (TPO)*	☐ Other _____

Note: A copy of this authorization must accompany any records request, redisclosure requirements will align with HIPAA.

(B) If the entity(ies) named in Section I. Authorization to Release PHI facilitate(s) the exchange of health information (HIE) **or** is/are a research institution, you must check and complete the information for **one of the boxes** below (required only for SUD disclosures)

(i) ☐ **Name of individual HIE participant:** _____

(e.g. Dr. John Smith), **OR**

(ii) ☐ **General designation of individual or entity or class of participants with a treating provider relationship (must make list of disclosures available upon request):**

_____

(e.g. My treatment team in the Inland Empire Health Information Exchange (HIE))

IX. EXPIRATION (SUD)

Unless I revoke Authorization earlier, Authorization will expire automatically as follows:

_____

Describe date, event, or condition upon which consent will expire, which must not be longer than reasonably necessary to serve the purpose of this consent.

X. REVOCATION (SUD)

I understand that I may cancel this Authorization at any time, but I must do so either verbally, or in writing by submitting my request for revocation to the health care facility that I authorized to release my health information. If I revoke this Authorization in writing, I must submit my written request to the following address:

(D) Name of Facility/ Provider/ Other _____

Address _____

_____

City, State, ZIP Code _____

_____

Phone # _____ FAX# _____

My cancellation of this Authorization takes effect upon receipt by DBH who will release no further information based on the cancellation. I understand that any information DBH released prior to the revocation may be irretrievable.

Note: If a SUD Authorization is revoked verbally, the revocation shall be immediately documented in the client's medical record. Whenever an Authorization is revoked verbally, an effort shall be made to obtain the revocation in writing.

XI. MY RIGHTS (SUD)

- I understand that my substance use disorder records are protected under the Federal regulations governing Confidentiality and Substance Use Disorder Patient Records, 42 C.F.R. Part 2, and the Health Insurance Portability and Accountability Act of 1996 (HIPAA), 45 C.F.R. Sections 160 & 164, and cannot be disclosed without my written consent unless otherwise provided for by the regulations.
- I understand that I might be denied service if I refuse to consent to a disclosure for purpose of treatment, payment, or health care operations, if permitted by state law.
- I will not be denied services if I refuse to consent to a disclosure for other purposes.

- I will be provided a copy of this form.
- If I select a “general designation” to allow all my treating providers to receive specified information, I understand I have the right to obtain a list of disclosures. If a request is made in writing (within two (2) years of disclosure) thirty (30) days from the date the written request is received; list of disclosure shall contain name of entity disclosure was made to, date of disclosure, and brief description of identifying information released.

XII. SUD NOTICE PROHIBITING RE-DISCLOSURE OF SUBSTANCE USE DISORDER INFORMATION

Title 42 Code of Federal Regulations Part 2 prohibits unauthorized disclosure of these records.

Note: This form must be given to every individual and/or entity provided with SUD treatment information)

XIII. SIGNATURE (MENTAL HEALTH AND SUD)

Date: _____ Time: _____ ☐ a.m. ☐ p.m.

Signature: _____

(DBH client shall sign, including minor age 12 and up, if having legal and mental capacity)

Signature: _____

(Legal representative of client or parent/guardian for minors not having capacity to consent)

Note: If signed by someone other than the client, state your name and legal relationship to the client (MUST provide legal documentation to support the legal relationship).

LANGUAGE TAGLINES

English Tagline

ATTENTION: If you need help in your language call 1-888-743-1478 (TTY: 711). Aids and services for people with disabilities, like documents in braille and large print, are also available. Call 1-888-743-1478 (TTY: 711). These services are free of charge.

الشعار بالعربية (Arabic)

يُرجى الانتباه: إذا احتجت إلى المساعدة بلغتك، فاتصل بـ 1-888-743-1478 (TTY: 711). تتوفر أيضًا المساعدات والخدمات للأشخاص ذوي الإعاقة، مثل المستندات المكتوبة بطريقة بريل والخط الكبير. اتصل بـ 1-888-743-1478 (TTY: 711). هذه الخدمات مجانية.

Հայերեն պիտակ (Armenian)

ՈՒՇԱԴՐՈՒԹՅՈՒՆ: Եթե Ձեզ օգնություն է հարկավոր Ձեր լեզվով, զանգահարեք 1-888-743-1478 (TTY: 711): Կան նաև օժանդակ միջոցներ ու ծառայություններ հաշմանդամություն ունեցող անձանց համար, օրինակ՝ Բրայլի գրատիպով ու խոշորատառ տպագրված նյութեր: Զանգահարեք 1-888-743-1478 (TTY: 711): Այդ ծառայություններն անվճար են:

ឃ្លាសម្គាល់ជាភាសាខ្មែរ (Cambodian)

ចំណាំ៖ បើអ្នក ត្រូវ ការជំនួយ ជាភាសា របស់អ្នក សូម ទូរស័ព្ទទៅលេខ 1-888-743-1478 (TTY: 711)។ ជំនួយ និង សេវាកម្ម សម្រាប់ ជនពិការ ដូចជាឯកសារសរសេរជាអក្សរផុស សម្រាប់ជនពិការភ្នែក ឬឯកសារសរសេរជាអក្សរពុម្ពធំ ក៏អាចរកបានផងដែរ។ ទូរស័ព្ទមកលេខ 1-888-743-1478 (TTY: 711)។ សេវាកម្មទាំងនេះមិនគិតថ្លៃឡើយ។

简体中文标语 (Chinese)

请注意：如果您需要以您的母语提供帮助，请致电 1-888-743-1478 (TTY: 711)。另外还提供针对残疾人士的帮助和服务，例如盲文和需要较大字体阅读，也是方便取用的。请致电 1-888-743-1478 (TTY: 711)。这些服务都是免费的。

مطلب به زبان فارسی (Farsi)

توجه: اگر می‌خواهید به زبان خود کمک دریافت کنید، با 1-888-743-1478 (TTY: 711) تماس بگیرید. کمک‌ها و خدمات مخصوص افراد دارای معلولیت، مانند نسخه‌های خط بریل و چاپ با حروف بزرگ، نیز موجود است. با 1-888-743-1478 (TTY: 711) تماس بگیرید. این خدمات رایگان ارائه می‌شوند.

हिंदी टैगलाइन (Hindi)
ध्यान दें: अगर आपको अपनी भाषा में सहायता की आवश्यकता है तो 1-888-743-1478 (TTY: 711) पर कॉल करें। अशक्तता वाले लोगों के लिए सहायता और सेवाएं, जैसे ब्रेल और बड़े प्रिंट में भी दस्तावेज़ उपलब्ध हैं। 1-888-743-1478 (TTY: 711) पर कॉल करें। ये सेवाएं नि: शुल्क हैं।

Nqe Lus Hmoob Cob (Hmong)
CEEB TOOM: Yog koj xav tau kev pab txhais koj hom lus hu rau 1-888-743-1478 (TTY: 711). Muaj cov kev pab txhawb thiab kev pab cuam rau cov neeg xiam oob qhab, xws li puav leej muaj ua cov ntawv su thiab luam tawm ua tus ntawv loj. Hu rau 1-888-743-1478 (TTY: 711). Cov kev pab cuam no yog pab dawb xwb.

日本語表記 (Japanese)
注意日本語での対応が必要な場合は 1-888-743-1478 (TTY: 711)へお電話ください。点字の資料や文字の拡大表示など、障がいをお持ちの方のためのサービスも用意しています。 1-888-743-1478 (TTY: 711)へお電話ください。これらのサービスは無料で提供しています。

한국어 태그라인 (Korean)
유의사항: 귀하의 언어로 도움을 받고 싶으시면 1-888-743-1478 (TTY: 711) 번으로 문의하십시오. 점자나 큰 활자로 된 문서와 같이 장애가 있는 분들을 위한 도움과 서비스도 이용 가능합니다. 1-888-743-1478 (TTY: 711) 번으로 문의하십시오. 이러한 서비스는 무료로 제공됩니다.

ແທກໄລພາສາລາວ (Laotian)
ປະກາດ: ຖ້າທ່ານຕ້ອງການຄວາມຊ່ວຍເຫຼືອໃນພາສາຂອງທ່ານໃຫ້ໂທຫາເບີ 1-888-743-1478 (TTY: 711). ຍັງມີຄວາມຊ່ວຍເຫຼືອແລະການບໍລິການສໍາລັບຄົນພິການ ເຊັ່ນເອກະສານທີ່ເປັນອັກສອນນູນແລະມີໂຕພິມໃຫຍ່ ໃຫ້ໂທຫາເບີ 1-888-743-1478 (TTY: 711). ການບໍລິການເຫຼົ່ານີ້ບໍ່ຕ້ອງເສຍຄ່າໃຊ້ຈ່າຍໃດໆ.

Mien Tagline (Mien)
LONGC HNYOUV JANGX LONGX OC: Beiv taux meih qiemx longc mienh tengx faan benx meih nyei waac nor douc waac daaih lorx taux 1-888-743-1478 (TTY: 711). Liouh lorx jauv-louc tengx aengx caux nzie gong bun taux ninh mbuo wuaaic fangx mienh, beiv taux longc benx nzangc-pokc bun hluo mbiutc aengx caux aamz mborqv benx domh sou se mbenc nzoih bun longc. Douc waac daaih lorx 1-888-743-1478 (TTY: 711). Naaiv deix nzie weih gong-bou jauv-louc se benx wang-henh tengx mv zuqc cuotv nyaanh oc.

ਪੰਜਾਬੀ ਟੈਗਲਾਈਨ (Punjabi)
ਧਿਆਨ ਦਿਓ: ਜੇ ਤੁਹਾਨੂੰ ਆਪਣੀ ਭਾਸ਼ਾ ਵਿੱਚ ਮਦਦ ਦੀ ਲੋੜ ਹੈ ਤਾਂ ਕਾਲ ਕਰੋ 1-888-743-1478 (TTY: 711). ਅਪਾਹਜ ਲੋਕਾਂ ਲਈ ਸਹਾਇਤਾ ਅਤੇ ਸੇਵਾਵਾਂ, ਜਿਵੇਂ ਕਿ ਬ੍ਰੇਲ ਅਤੇ ਮੋਟੀ ਛਪਾਈ ਵਿੱਚ ਦਸਤਾਵੇਜ਼, ਵੀ ਉਪਲਬਧ ਹਨ| ਕਾਲ ਕਰੋ 1-888-743-1478 (TTY: 711). ਇਹ ਸੇਵਾਵਾਂ ਮੁਫਤ ਹਨ|

Русский слоган (Russian)

ВНИМАНИЕ! Если вам нужна помощь на вашем родном языке, звоните по номеру 1-888-743-1478 (линия TTY: 711). Также предоставляются средства и услуги для людей с ограниченными возможностями, например документы крупным шрифтом или шрифтом Брайля. Звоните по номеру 1-888-743-1478 (линия TTY: 711). Такие услуги предоставляются бесплатно.

Mensaje en español (Spanish)

ATENCIÓN: si necesita ayuda en su idioma, llame al 1-888-743-1478 (TTY: 711). También ofrecemos asistencia y servicios para personas con discapacidades, como documentos en braille y con letras grandes. Llame al 1-888-743-1478 (TTY: 711). Estos servicios son gratuitos.

Tagalog Tagline (Tagalog)

ATENSIYON: Kung kailangan mo ng tulong sa iyong wika, tumawag sa 1-888-743-1478 (TTY: 711). Mayroon ding mga tulong at serbisyo para sa mga taong may kapansanan,tulad ng mga dokumento sa braille at malaking print. Tumawag sa 1-888-743-1478 (TTY: 711). Libre ang mga serbisyong ito.

แท็กไลน์ภาษาไทย (Thai)

โปรดทราบ: หากคุณต้องการความช่วยเหลือเป็นภาษาของคุณ กรุณาโทรศัพท์ไปที่หมายเลข 1-888-743-1478 (TTY: 711) **นอกจากนี้ ยังพร้อมให้ความช่วยเหลือและบริการต่าง ๆ สำหรับบุคคลที่มีความพิการ เช่น เอกสารต่าง ๆ ที่เป็นอักษรเบรลล์และเอกสารที่พิมพ์ด้วยตัวอักษรขนาดใหญ่ กรุณาโทรศัพท์ไปที่หมายเลข** 1-888-743-1478 (TTY: 711) **ไม่มีค่าใช้จ่ายสำหรับบริการเหล่านี้**

Примітка українською (Ukrainian)

УВАГА! Якщо вам потрібна допомога вашою рідною мовою, телефонуйте на номер 1-888-743-1478 (TTY: 711). Люди з обмеженими можливостями також можуть скористатися допоміжними засобами та послугами, наприклад, отримати документи, надруковані шрифтом Брайля та великим шрифтом. Телефонуйте на номер 1-888-743-1478 (TTY: 711). Ці послуги безкоштовні.

Khẩu hiệu tiếng Việt (Vietnamese)

CHÚ Ý: Nếu quý vị cần trợ giúp bằng ngôn ngữ của mình, vui lòng gọi số 1-888-743-1478 (TTY: 711). Chúng tôi cũng hỗ trợ và cung cấp các dịch vụ dành cho người khuyết tật, như tài liệu bằng chữ nổi Braille và chữ khổ lớn (chữ hoa). Vui lòng gọi số 1-888-743-1478 (TTY: 711). Các dịch vụ này đều miễn phí.