



WILLOW SPRINGS CENTER  
Address: 690 Edison Way Reno, Nevada 89502 | Phone: (775) 284-5485 | Fax: (775) 858-4520

**AUTHORIZATION FOR RELEASE OF PROTECTED HEALTH INFORMATION**

**Patient Name:** \_\_\_\_\_ **Birth Date:** \_\_\_\_\_  
Maiden/Prior Names: \_\_\_\_\_ **Current Phone #:** \_\_\_\_\_  
Current Address: \_\_\_\_\_ Last 4 of SS#: \_\_\_\_\_

**To be released to or requested from:**

Self (address above)  
 \_\_\_\_\_ ( ) \_\_\_\_\_  
Agency/Organization Telephone Number Street Address  
Name / Attention to ( ) \_\_\_\_\_  
Fax Number City State Zip Code

**Via (only when released to):**  Mail  Fax  Pick-up  Email: \_\_\_\_\_  
 Verbal Exchange of Information ONLY

**I am requesting disclosure of my protected health information for the following purpose: (copy fee \$0.60 per page for anything above industry standard documents)**

Continuing Care  Disability Determination  Child Custody  Personal Use  
 Academic  Legal Investigation  Billing/Insurance  Other: \_\_\_\_\_

**Dates of Service Requested:** \_\_\_\_\_

I authorize the release of the following information **including** all records that include any substance use disorder and/or substance use disorder treatment records, or

\_\_\_\_\_  
**Patient's signature (required for ages 12 and older) Date Signed**

I authorize the release of the following information **excluding** all records that include any substance use disorder and/or substance use disorder treatment records, or

\_\_\_\_\_  
**Patient's signature (required for ages 12 and older) Date Signed**

\*\*\* Patients age 11 and younger require parent/guardian signature only; based on services provided, signature of both patient and parent/guardian may be required for patients age 12-17; patients age 18 and older must sign exclusively unless there is a legal guardian.\*\*\*

**Only the information and records indicated below (check all that apply and /or specific if "Other is checked"):**

Continuity/Transition of Care Packet (Industry Standards)  Physician Orders  
 Psychiatric Evaluation  Lab/Diagnostic Reports  
 History and Physical  HIV Test Results and AIDS Treatment Records  
 Discharge Summary  Other: \_\_\_\_\_  
 Progress Notes

**This authorization will expire on** \_\_\_/\_\_\_/20\_\_\_. (If not indicated, authorization will expire one year from signature date)

**This form must be completed in full before signing:**

\_\_\_\_\_  
**Patient's signature (required for ages 12 and older) Date Signed Parent/Legal Guardian signature (if applicable) Date Signed Relationship to Patient**

\_\_\_\_\_  
**Witness signature/Credentials Date Signed**

This authorization is intended to allow Willow Springs Center to release information, both written and verbal, for the specific purpose and life of the release and in the best interest of the patient. This release of information demonstrates compliance with the Health Insurance Portability and Accountability Act (HIPAA), Standards for Privacy of Individually Identifiable Health Information (Privacy Standards), 45 CFR 160 and 164, and all federal regulations and interpretive guidelines promulgated there under. Any information protected by Federal Regulations governing confidentiality of alcohol and drug abuse patient records (42 CFR, Part 2) is prohibited from further disclosure by the recipient without specific authorization for such re-disclosure.

You have the right to revoke this authorization, by written request, at any time. Exceptions to this can be reviewed in the Notice of Privacy Practices. The revocation will not apply to information that has already been released in response to this authorization. Once the above information is disclosed, it may be subject to redisclosure by the recipient and may no longer be protected by federal regulations. Your right to inspect and receive a copy of the information that is to be disclosed. Choosing not to sign this authorization will prevent the above indicated purpose from being achieved. Treatment or payment for services is not conditioned on signing this authorization. A fee may be associated with the copying of my information in the processing of this request.

\_\_\_\_\_  
**Revocation Signature Date/Time**