

Instructions for Completing an Authorization for the Release of Information

Please Note: All releases are reciprocal. Check with your case manager for further guidance if you are unsure about which boxes to check.

FOR ALL RELEASES

1. Print your name in the first space on the form.
2. Next, complete the name, address, and telephone number of the Person/Institution with whom IPHP will communicate.
3. Check the appropriate boxes at the **top part** of the form to indicate what information **IPHP** may release to the Person/Institution.
4. Check the appropriate boxes in the **middle** of the form to indicate what information the **Person/Institution** may release to IPHP.
5. Sign your name, and enter your address and the date in the spaces provided.
6. Have someone sign as witness to your signature and then enter the date in the space provided.
7. Enter an expiration date in the space provided. A date that coincides with the completion of the IPHP Agreement (5 years) is usually used in this space.

SPECIFIC TYPES OF RELEASES

WORK RELEASES:

1. *At top of form* –
At minimum, check “**Participation in IPHP**” and “**Verbal Contact.**”
If the employer/entity requires reports, check the additional boxes for “**Monitoring/Aftercare Agreement,**” “**Toxicology Results,**” and “**Diagnosis.**”
2. *In the middle of the form* –
Check “**Work Performance/Behavioral Concerns**” and “**Verbal Contact.**”
If appropriate, check “**Credentialing/Staff Privileges Status.**”

TREATMENT PROVIDERS:

1. *At top of form* –
For providers with whom you will be in regular contact, check **all** the boxes.”
2. *In the middle of the form* –
Place an X in the box in front of “**Mental Health and Alcohol or Drug Abuse Case Management/Patient Records.**”
3. *In the middle of the form*
For all providers, check “**Treatment Plan,**” “**Diagnosis,**” “**Treatment Compliance,**” “**Discharge Summary,**” “**Progress,**” and “**Verbal Contact.**”
Where applicable, check “**Multidisciplinary Assessment,**” “**Psychiatric and Psychological Evaluation,**” “**Medications,**” and “**History and Physical.**”