

# DIAGNOSTIC CLINIC

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## AUTHORIZATION FOR THE RELEASE OF INFORMATION (Paper Format Only)

### Patient Demographic Data

Patient Name: \_\_\_\_\_ Clinic Record #: \_\_\_\_\_  
Patient Address: \_\_\_\_\_ Date of Birth: \_\_\_\_\_  
\_\_\_\_\_ Phone Number: \_\_\_\_\_

### INFORMATION TO BE RELEASED BY: DIAGNOSTIC CLINIC MEDICAL RECORDS DEPARTMENT

**PURPOSE OF DISCLOSURE** (must complete)  At the Request of the Individual  Continuity of Care  
 Other (describe) \_\_\_\_\_

**SPECIFIC INFORMATION TO BE RELEASED:** \_\_\_\_\_  
\_\_\_\_\_

### SEND INFORMATION TO: (Please be specific)

Provider/Name/Organization \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone #: \_\_\_\_\_ Fax #: \_\_\_\_\_

**Diagnostic Clinic uses a copy service to process requests and there will be a charge for copying or faxing the requested information. We reserve the right to condition release of the requested information on payment of applicable charges.** This form must be received within 6 months of the date that it is signed, and it is valid for 90 days after receipt. It may be revoked at any time upon my written request to the Diagnostic Clinic, unless the requested information has already been disclosed. A fax machine may be used to transmit information, and faxing may increase the risk of accidental disclosure of this information to unauthorized parties. Information released may include but is not limited to alcohol or drug abuse, HIV, mental health, or communicable disease information, which may be part of your health record. Your medical record may contain records from other health care providers. Please be aware that once we disclose this information per your instructions, the information is subject to re-disclosure and may no longer be protected by the HIPAA Rules.

I agree to hold the Diagnostic Clinic harmless and release them from any liability for any claims or actions, which may occur as a result of the release of the information. If I refuse to sign this authorization, my information will not be released except as required by law. My treatment, payment, enrollment, or eligibility for benefits may not be conditioned on signing this authorization.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
Print Name: \_\_\_\_\_

If Signed by Representative, Description of Relationship to Patient and Authority: \_\_\_\_\_

### For Clinic Use:

Specific records released: \_\_\_\_\_ Date: \_\_\_\_\_  
Person sending records: \_\_\_\_\_ Appt Date: \_\_\_\_\_