NORTHWEST
family counseling

AUTHORIZATION FOR EXCHANGE OF INFORMATION

I understand that:

- I may refuse to sign this authorization and that my refusal to sign will not affect my ability to obtain treatment or payment
- I may cancel this authorization at any time by submitting a ***written*** request to Northwest Family Counseling, LLC, except where a disclosure has already been made in reliance on my prior authorization, so if I revoke this authorization after a disclosure is made, it will not have any effect on actions taken by Northwest Family Counseling, LLC in reliance on it before I revoked it.
- The information released may be subject to release by the person(s)/agency receiving it and no longer protected by the federal privacy regulations. If the person of facility receiving this information is not a health care or medical insurance provider covered by privacy regulations, the information stated above could be redisclosed.
- Release of HIV-related information requires additional information.
- If the medical record information is not sent to another care provider, there may be a charge of the requested records.

Client Name: _____ DOB:_____

Address: _____

I authorize Northwest Family Counseling, LLC to receive information from ☐ and release information to ☐:

Agency: _____

Address: _____

Phone: _____ Fax: _____

The following information will be released ☐ verbally and/or in ☐writing (Check boxes that apply):

☐ All Records and Ongoing Communication OR

☐ Diagnostic Report	☐ Medical History	☐ Psychological/ Psychiatric Evaluation	☐ Other: _____
☐ Treatment Plan	☐ Case Records	☐ Ongoing consultation	_____
☐ Progress Report	☐ Family History	☐ Discharge Summary	_____
☐ School Records	☐ Referral		
☐ Testing Results			

This release is required for the purpose of (Check boxes that apply):

☐ Coordination of services	☐ Continue/ follow-up care	☐ Legal/Court involvement
☐ Planning appropriate treatment	☐ Case review	☐ Other:
☐ Social service involvement	☐ Reunification Services	_____

One-time Use/Disclosure: I authorize the one-time use or disclosure of the information described above to the person/provider/organization/facility/program(s) identified. **My authorization will expire:**

☐ When the requested information has been sent/received.
☐ 90 days from this date. ☐ Other: _____

Periodic Use/Disclosure: I authorize the periodic/ongoing use/disclosure of the information described above to the person/provider/organization/facility/program(s) identified as often as necessary to fulfill the purpose identified in this document.

My authorization will expire:

☐ 60 days after I am no longer receiving services from Northwest Family Counseling, LLC, to allow for discharge documents to be generated and released.
☐ One year from this date. ☐ Other: _____

Client Signature: _____ Date: _____

Guardian Signature: _____ Date: _____

Guardian Signature: _____ Date: _____

Provider Signature: _____ Date: _____

Provider Signature: _____ Date: _____