



# Kaleida Health

## INDIVIDUAL AUTHORIZATION FOR THE USE AND DISCLOSURE OF PROTECTED HEALTH INFORMATION 1 of 2

Patient Name		
Address		Phone Number
Date of Birth	Medical Record Number	Financial Number
Patient ID Area		

**Form Instructions:** All sections of this form **MUST** be completed.

I, or my authorized representative, request that health information regarding my care and treatment be released as set forth on this form. I understand that:

- This information may be redisclosed if the recipient(s) identified in section 7 is not required by law to protect the privacy of the information, and such information is no longer protected by federal health information privacy regulations.
- If I am authorizing the release of alcohol or drug treatment, mental health or HIV-related information by placing my initials on the appropriate line in section 8, the recipient(s) is prohibited from redisclosing such information without my authorization unless permitted to do so under federal or state law. I understand that I have the right to request a list of people who may receive or use my HIV-related information without authorization. If I experience discrimination because of the release or disclosure of HIV-related information, I may contact the New York State Division of Human Rights at (212) 870-8624 or the New York City Commission of Human Rights at (212) 566-5493. These agencies are responsible for protecting my rights.
- I have a right to refuse to sign this authorization and my health care, the payment for my health care, and my health care benefits will not be affected if I do not sign this form.
- I have a right to receive a copy of this form after I have signed it.
- If I sign this authorization, I have the right to revoke it at any time, except to the extent that the organization has already taken action based upon my authorization. To revoke this authorization, I must write to the Kaleida Health Privacy Officer, 726 Exchange St., Suite 200, Buffalo, New York 14210.

6. **Who will disclose the information?** Identify the Kaleida Health facility that will release your information.

- |  |   |
|--|---|
| <input type="checkbox"/> Buffalo General Medical Center/Gates Vascular Institute | <input type="checkbox"/> DeGraff Memorial Hospital        |
| <input type="checkbox"/> John R. Oishei Children's Hospital                      | <input type="checkbox"/> HighPointe on Michigan           |
| <input type="checkbox"/> Millard Fillmore Suburban Hospital                      | <input type="checkbox"/> Patient Financial Services       |
| <input type="checkbox"/> Laboratory Services                                     | <input type="checkbox"/> DeGraff Skilled Nursing Facility |
| <input type="checkbox"/> Kaleida Health Clinic at _____                          |   |
| <input type="checkbox"/> Other (specify) _____                                   |   |

7. **Who will receive the information?** Provide the name and address of person(s) or category of person to whom this information will be sent.

- |                                    |                                    |
|------------------------------------|------------------------------------|
| 1. Name _____                      | 2. Name _____                      |
| Address _____                      | Address _____                      |
| Relationship (if applicable) _____ | Relationship (if applicable) _____ |

8. **What information will be disclosed?** Specify the information that is to be released.

- Medical Record from (insert date) \_\_\_\_\_ to (insert date) \_\_\_\_\_
- Other (specify) \_\_\_\_\_
- Include (Indicate by Initialing):
- |       |                                    |
|-------|------------------------------------|
| _____ | Alcohol/Drug Treatment Information |
| _____ | Mental Health Information          |
| _____ | HIV-Related Information            |

9. **What is the reason for the disclosure?** Indicate the reason for the release of information.

- At the request of the individual
- Other (specify) \_\_\_\_\_

10. **When will this authorization expire?** Identify the date or event on which this authorization will expire.

**SIGNATURE:** *I have read this form and all of my questions about this form have been answered.*

Signature of Patient or Personal Representative Authorized by Law \_\_\_\_\_ Date \_\_\_\_\_

Print Name of Patient or Personal Representative \_\_\_\_\_ Description of Personal Representative's Authority \_\_\_\_\_





# Kaleida Health

**INDIVIDUAL AUTHORIZATION FOR THE  
USE AND DISCLOSURE OF PROTECTED  
HEALTH INFORMATION 2 of 2**

Patient Name		
Address		Phone Number
Date of Birth	Medical Record Number	Financial Number
Patient ID Area		

**Mailing Instructions:** Send the completed form to the address of the facility identified in section #6.

**Buffalo General Medical Center**

Medical Records  
100 High Street  
Buffalo, NY 14203  
(716) 859-2759

**Gates Vascular Institute**

Medical Records  
100 High Street  
Buffalo, NY 14203  
(716) 859-2759

**Kaleida Health Patient Financial Services**

726 Exchange Street, Suite 300  
Buffalo, NY 14210

**Millard Fillmore Suburban Hospital**

Medical Records  
1540 Maple Road  
Williamsville, NY 14221  
(716) 568-6504

**DeGraff Memorial Hospital**

Medical Records  
1540 Maple Road  
Williamsville, NY 14221  
(716) 568-6504

**Kaleida Health Laboratory Services**

115 Flint Road  
Williamsville, NY 14221  
(716) 626-7920

**John R. Oishei Children's Hospital**

Medical Records  
100 High Street  
Buffalo, NY 14203  
(716) 859-2759

**HighPointe on Michigan**

Medical Records  
1031 Michigan Avenue  
Buffalo, NY 14203  
(716) 748-3163

**DeGraff Skilled Nursing Facility**

445 Tremont Street  
North Tonawanda, NY 14120  
(716) 690-2086

For locations not listed above, completed forms may be sent to the Kaleida Health Privacy Officer, 726 Exchange St., Suite 200, Buffalo, New York 14210.

