NORTHWEST HILLS YOUTH &
FAMILY SERVICES INC.

AUTHORIZATION FOR RELEASE/REQUEST OF INFORMATION/RECORDS

I, _____ **DOB:**_____

On behalf of_____**DOB**:_____

hereby give my permission to **Northwest Hills Youth and Family Services Inc.**, to release or request from a third party information contained in my or the above named child's medical record. I understand that my medical record may contain information concerning my psychiatric, psychological, drug or alcohol abuse, sexual abuse treatment, HIV/Acquired Immune Deficiency Syndrome (AIDS) and/or related conditions, and that under law these records are classified as privileged and confidential and cannot be released to me or those designated by me or my legal guardian without an expressed and informed consent. In addition, I understand that those records will not be released to entities other than those designated by myself or my personal representative or otherwise provided in federal law.

This information will be released/requested upon request to the following:

To/From:

_____

_____

First and last name, phone, address & Email of person(s)

The type of information to be disclosed/requested is as follows:

____Treatment Plans	____Progress Notes
____Health/Medical Records (if applicable)	____Health/Medical/Academic Records
____Letter(s) of Progress	____Psychological/Psychiatric Evaluations
____Bio Psychosocial Evaluation/Assessment (if applicable)	____Court Documents
____ Verbal/Text Communication	____ Attend Meetings
____ Pick up from school	____ Email Communication
____Other (Specify): _____	____Other (Specify):

Northwest Hills Youth and Family Services Inc.
20 Main Street, # 8
Oakville, CT 06779

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** In the case of notes documenting or analyzing the contents of conversation during a private counseling session ("process notes"), such records may be protected from disclosure under the HIPAA Privacy Rule).*

____(initial) I understand that I have the right to withdraw my authorization at any time except to the extent that action has already been taken pursuant to the authorization. I understand that if I revoke this authorization, I must do so in writing and present my written revocation to **Northwest Hills Youth and Family Services Inc.**.

____(initial) I understand that authorizing the disclosure of this health information is voluntary, I can refuse to sign, and **Northwest Hills Youth and Family Services Inc.** will not base my treatment or payment whether or not I provide authorization for the requested use or disclosure. I understand that I may inspect or copy the information to be disclosed, as provided in CFR164.524 (with reasonable charge).

____(initial) I understand that information used or disclosed pursuant to this authorization may be subject to re-disclosure by the recipient of the information and is no longer protected by federal confidentiality laws or **Northwest Hills Youth and Family Services Inc.**. **Northwest Hills Youth and Family Services Inc.** will not be held liable for information disclosed to another party per the client's request.

____(initial) I understand that **Northwest Hills Youth and Family Services Inc.** will release only the minimum amount of information necessary to fulfill a request.

This authorization shall expire when the client is discharged from the current episode of care (treatment has been completed, the client rejects/declines/drops out of treatment, is referred elsewhere, moves, or in the case of the client's death.) This agreement is subject to revocation in writing at any time.

Release:

_____

Signature Client/Next of Kin/Guardian Date/Time

Request:

_____

Signature Client/Next of Kin/Guardian Date/Time

Signature: _____ **Date/Time:** _____

Mary Ann Cheney, LMFT
Jessica Listorti, APRN
Rebecca Humphrey, LCSW
Kali Colapietro, LCSW
Jordan Palmer, LPC

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