

# Authorization Form

PATIENTS NAME	BIRTH DATE	ADDRESS
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**I hereby authorize and request Pawnee Valley Community Hospital (please indicate where records are located):**

HOSPITAL     CLINIC NAME \_\_\_\_\_

**TO DISCLOSE PROTECTED HEALTH INFORMATION CONCERNING THE ABOVE-NAMED PERSON TO:**

\_\_\_\_\_

\_\_\_\_\_

*Name(s) and address(s) of person(s)/organization(s) or class(es) of persons/organizations to which disclosure is to be made.*

**Phone # of Recipient of Records (REQUIRED):** \_\_\_\_\_

For treatment date(s): \_\_\_\_\_

For the following purpose(s): \_\_\_\_\_

*If the request is initiated by the individual (or his/her representative), insert "at the request of individual;" otherwise, describe purpose of the use or disclosure*

<p><b>Delivery Method of Records:</b></p> <p><input type="checkbox"/> Mail (Paper)    <input type="checkbox"/> Mail CD/DVD (Digital)</p> <p><input type="checkbox"/> Pick-up (Paper)    <input type="checkbox"/> Email / Electronic (Digital)*</p> <p><input type="checkbox"/> Fax    <i>- If checked please complete →</i></p> <p><i>* Will be emailed to patient ONLY</i></p>	<p>Email: _____</p> <p>Preferred Password: _____</p> <p style="text-align: right;"><i>Must contain 8-12 characters</i></p>
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**CHECK TYPE OF INFORMATION AUTHORIZED TO BE USED AND/OR DISCLOSED**

Unless the appropriate box is checked, Pawnee Valley Community Hospital will not disclose records contained in its medical records prepared by health care providers not affiliated with Pawnee Valley Community Hospital unless the records were prepared on behalf of Pawnee Valley Community Hospital.

<p><b>Demographic Information</b></p> <p><input type="checkbox"/> Hospital    <input type="checkbox"/> Clinic</p> <p><b>Emergency Room Records</b></p> <p><input type="checkbox"/> Hospital    <input type="checkbox"/> Clinic</p> <p><b>Admission History &amp; Physical</b></p> <p><input type="checkbox"/> Hospital    <input type="checkbox"/> Clinic</p> <p><b>Consultation Reports</b></p> <p><input type="checkbox"/> Hospital    <input type="checkbox"/> Clinic</p> <p><b>Operative/Procedure Reports</b></p> <p><input type="checkbox"/> Hospital    <input type="checkbox"/> Clinic</p> <p><b>Oncology Treatment Records</b></p> <p><input type="checkbox"/> Hospital    <input type="checkbox"/> Clinic</p>	<p><b>Lab Test Results</b></p> <p><input type="checkbox"/> Hospital    <input type="checkbox"/> Clinic</p> <p><b>Physician Progress Notes</b></p> <p><input type="checkbox"/> Hospital    <input type="checkbox"/> Clinic</p> <p><b>Physician Orders</b></p> <p><input type="checkbox"/> Hospital    <input type="checkbox"/> Clinic</p> <p><b>Discharge Summary</b></p> <p><input type="checkbox"/> Hospital    <input type="checkbox"/> Clinic</p> <p><b>Nursing Notes</b></p> <p><input type="checkbox"/> Hospital    <input type="checkbox"/> Clinic</p> <p><b>Billing Records</b></p> <p><input type="checkbox"/> Hospital    <input type="checkbox"/> Clinic</p>	<p><b>Imaging/Radiology Reports</b></p> <p><input type="checkbox"/> Hospital    <input type="checkbox"/> Clinic</p> <p><b>Imaging/Radiology Films/CD</b></p> <p><input type="checkbox"/> Hospital    <input type="checkbox"/> Clinic</p> <p><b>Cardiac/Imaging Reports</b></p> <p><input type="checkbox"/> Hospital    <input type="checkbox"/> Clinic</p> <p><b>Cardiac/Imaging Films/CD</b></p> <p><input type="checkbox"/> Hospital</p> <p><input type="checkbox"/> PT/OT/ST/AT notes</p> <p><input type="checkbox"/> Prescription Records</p> <p><input type="checkbox"/> Other _____</p>	<p><input type="checkbox"/> <b>Entire Record</b> (will not include Billing Records or records not prepared by or on behalf of Pawnee Valley Community Hospital unless those items also are selected).</p> <p><input type="checkbox"/> <b>Records not prepared by or on behalf of Pawnee Valley Community Hospital.</b> Pawnee Valley Community Hospital cannot be responsible for the completeness or accuracy of such records.</p>
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This authorization shall remain in effect until \_\_\_\_\_ (date) or \_\_\_\_\_ (occurrence of specified event) at which time this authorization to disclose the identified health information expires, **but no later than one year from the date listed below.** If this item is left blank, the authorization shall remain effective for 60 days after the date listed below.

I understand that the records to be used or disclosed pursuant to this authorization may contain records relating to participation in any federally assisted **drug and alcohol abuse program**; information relating to diagnosis and treatment of **mental, alcoholic, drug dependency, or emotional condition**, other than notes recorded by a mental health professional documenting or analyzing conversation during a counseling session provided such notes are maintained separately (unless this authorization pertains specifically to psychotherapy notes); information relating to **HIV testing, HIV status or AIDS.**

\_\_\_\_\_ **Initial here if you do not wish this information to be disclosed.**

I, the undersigned, have read the above and authorize the disclosure of such health information as described herein. I understand that treatment is not conditioned upon the execution of this authorization. I understand that if the person or entity that receives the information is not a health care provider or health plan covered by federal privacy regulations, the information described above may be re-disclosed and no longer protected by those regulations. I understand that fees may be charged for preparing and sending copies of records, including a charge for labor and supplies, and the reasonable cost of all duplications of records that cannot be routinely duplicated on a standard photocopy machine. I understand that I may revoke this authorization at any time except to the extent that action has been taken in reliance upon it or except as otherwise stated in Pawnee Valley Community Hospital's Notice of Privacy Practices by mailing or hand-delivering written notification to the following person: Privacy Officer, Hays Medical Center, 2220 Canterbury Drive, P.O. Box 8100, Hays, Kansas 67601.

Date/Time	Signature of Individual/Individual Representative	
Printed Name of Representative and Relationship	Representative address and telephone number	
Date/Time	Signature of Witness	<b>ORIGINAL – Pawnee Valley Community Hospital   COPY – Individual</b>

**PAWNEE VALLEY**  
**COMMUNITY HOSPITAL**

A HAYSMED PARTNER



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DOB:    D    A/Sdt:



**Discrimination is Against the Law**

Pawnee Valley Community Hospital complies with applicable Federal civil rights laws and does not discriminate on the basis of race, color, national origin, age, disability, or sex. Pawnee Valley Community Hospital does not exclude people or treat them differently because of race, color, national origin, age, disability, or sex.

Pawnee Valley Community Hospital provides free aids and services to people with disabilities to communicate effectively with us, such as:

- Qualified sign language interpreters
- Written information in other formats (large print, audio, accessible electronic formats, other formats)

Pawnee Valley Community Hospital provides free language services to people whose primary language is not English, such as:

- Qualified interpreters
- Information written in other languages

If you need these services, contact the Director of Nursing at 620.285.8623.

If you believe that Pawnee Valley Community Hospital has failed to provide these services or discriminated in another way on the basis of race, color, national origin, age, disability, or sex, you can file a grievance with:

Chief Legal Officer  
 Hays Medical Center  
 2220 Canterbury Drive  
 Hays, Kansas 67601  
 Telephone Number: 785.650.2759  
 TTY/TDD or State Relay Number: 800.766.3777 (V/T); or Dial 711  
 Fax: 785.623.5524  
 Email: joannah.applequist@haysmed.com

You can file a grievance in person or by mail, fax, or email. If you need help filing a grievance, Joannah Applequist, Chief Legal Officer, is available to help you.

You can also file a civil rights complaint with the U.S. Department of Health and Human Services, Office for Civil Rights, electronically through the Office for Civil Rights Complaint Portal, available at <https://ocrportal.hhs.gov/ocr/portal/lobby.jsf>, or by mail or phone at:

U. S. Department of Health and Human Services  
 200 Independence Avenue, SW  
 Room 509F, HHH Building  
 Washington, D.C. 20201  
 1-800-368-1019, 800-537-7697 (TDD)

Complaint forms are available at <http://www.hhs.gov/ocr/office/file/index.html>.

ATTENTION: If you speak a language other than English, language assistance services are available to you free of charge. Call 1-855-429-7633 (TTY: 1-800-766-3777).

**SPANISH**

ATENCIÓN: si habla español, tiene a su disposición servicios gratuitos de asistencia lingüística. Llame al 1-855-429-7633 (TTY: 1-800-766-3777).

**VIETNAMESE**

CHÚ Ý: Nếu bạn nói Tiếng Việt, có các dịch vụ hỗ trợ ngôn ngữ miễn phí dành cho bạn. Gọi số 1-855-429-7633 (TTY: 1-800-766-3777).

**CHINESE**

注意: 如果您使用繁體中文, 您可以免費獲得語言援助服務。請致電1-855-429-7633 (TTY: 1-800-766-3777)。

**GERMAN**

ACHTUNG: Wenn Sie Deutsch sprechen, stehen Ihnen kostenlos sprachliche Hilfsdienstleistungen zur Verfügung. Rufnummer: 1-855-429-7633 (TTY: 1-800-766-3777).

**KOREAN**

주의: 한국어를 사용하시는 경우, 언어 지원 서비스를 무료로 이용하실 수 있습니다. 1-855-429-7633 (TTY: 1-800-766-3777) 번으로 전화해 주십시오.

**LAOTIAN**

ໂປດຊາບ: ຖ້າວ່າທ່ານເວົ້າພາສາລາວ, ການບໍລິການຊ່ວຍເຫຼືອ ທາງພາສາ, ໂດຍບໍ່ເສຍຄ່າ, ຈຳນວນ 1-855-429-7633 (TTY: 1-800-766-3777).

**ARABIC**

ملاحظة: بالمجان لك تتوافر اللغوية المساعدة خدمات فإن، اللغة انكر تحدث كنت إذا: ملحوظة 1-855-429-7633 (TTY: 1-800-766-3777).

**TAGALOG**

PAUNAWA: Kung nagsasalita ka ng Tagalog, maaari kang gumamit ng mga serbisyo ng tulong sa wika nang walang bayad. Tumawag sa 1-855-429-7633 (TTY: 1-800-766-3777)

**BURMESE**

သတိပြုရန် - အကယ်၍ သင်သည် မြန်မာစကား ကို ပြောပါက၊ ဘာသာစကား အကူအညီ၊ အခမဲ့၊ သင့်အတွက်

စီစဉ်ဆောင်ရွက်ပေးပါမည်။

ဖုန်းနံပါတ် 1-855-429-7633 (TTY: 1-800-766-3777) သို့ ခေါ်ဆိုပါ။

**FRENCH**

ATTENTION : Si vous parlez français, des services d'aide linguistique vous sont proposés gratuitement. Appelez le 1-855-429-7633 (TTY: 1-800-766-3777).

**JAPANESE**

注意事項: 日本語を話される場合、無料の言語支援をご利用いただけます。1-855-429-7633 (TTY: 1-800-766-3777)まで、お電話にてご連絡ください。

**RUSSIAN**

ВНИМАНИЕ: Если вы говорите на русском языке, то вам доступны бесплатные услуги перевода. Звоните 1-855 429 7633 (телетайп: 1-800 766 3777).

**HMONG**


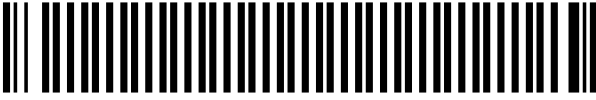
LUS CEEV: Yog tias koj hais lus Hmoob, cov kev pab txog lus, muaj kev pab dawb rau koj. Hu rau 1-855-429-7633 (TTY: 1-800-766-3777).

**PERSIAN (FARSI)**

توجه: اگر به زبان فارسی گفتگو می کنید، تسهیلات زبانی بصورت رایگان برای شما فراهم می باشد. با ( 1-800-766-3777 ) تماس بگیرید. 1-855-429-7633

**SWAHILI**

KUMBUKA: Ikiwa unazungumza Kiswahili, unaweza kupata, huduma za lugha, bila malipo. Piga simu 1-855-429-7633 (TTY: 1-800-766-3777).

<p><b>PAWNEE VALLEY</b>  <b>COMMUNITY HOSPITAL</b>          A HAYSMED PARTNER</p> 	<p>DOB: D A/Sdt:</p> 
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