

AUTHORIZATION FOR THE RELEASE OF HEALTH RECORDS

Please fax or mail your completed request to each hospital/facility you are requesting records from.

ATTENTION: Health Information Management, Release of Information Office

Part 1. Patient / Resident Information			
LAST NAME OF PATIENT	FIRST NAME		ALSO KNOWN AS / ALIAS
MAILING ADDRESS		CITY / PROVINCE / COUNTRY	POSTAL CODE
TELEPHONE NO. (INCLUDING AREA CODE)	DATE OF BIRTH	DAY MONTH YEAR	PERSONAL HEALTH NUMBER (CARECARD)

Part 2. Records Requested	
HOSPITAL(S)/FACILITY:	
☐ VISIT SUMMARY	☐ EMERGENCY VISIT INFORMATION
☐ DIAGNOSTIC REPORTS (LAB/RADIOLOGY)	
☐ PROOF OF VISIT (fees may apply)	☐ ALL or ☐ OTHER (PLEASE SPECIFY):
DATE(S) OF RECORDS REQUESTED: _____ TO _____ If you do not know exact dates please provide your best estimate	

Part 3. Person Receiving Records	
☐ MYSELF OR ☐ NAME OF PERSON RECEIVING THE RECORDS (LAST, FIRST)	NAME OF COMPANY OR ORGANIZATION (IF APPLICABLE)
MAILING ADDRESS	CITY / PROVINCE / COUNTRY
TELEPHONE NO. (INCLUDING AREA CODE)	POSTAL CODE
RECORDS TO BE: ☐ MAILED ☐ PICKED UP (Picture ID Required)	

Part 4. Patient Authorization (12 years of age or older)	
I, the patient, authorize the Hospital(s)/Facility to release the records requested to the person named in the "Person Receiving Records" section.	
SIGNATURE OF PATIENT: _____	DATE SIGNED: _____

Part 5. Authorization on behalf of Patient (Please complete page 2 of form)	
(If patient is under 12 years of age or unable to authorize the release of personal information.)	
By signing below I confirm that I have legal authority to act on behalf of the patient and I hereby authorize the Hospital(s)/Facility to release the records requested to the person named in the "Person Receiving Records" section.	
☐ I have indicated my relationship to the patient on page 2 of this form; and ☐ If applicable, I have attached documentation to show my status as legal representative or guardian (e.g. copy of will, court order, legal agreement, or other documentation).	
REASON FOR REQUEST: _____	
YOUR FULL NAME: _____	
YOUR SIGNATURE: _____ DATE SIGNED: _____	

Internal Use Only			
ID OBSERVED:	PATIENT/REP SIGNATURE (on pickup)	DATE OF RELEASE	STAFF INITIAL
☐ DL ☐ Other: (specify) _____			

This authorization must be signed by the patient/resident/authorized representative and must be dated within 6 months of the request being submitted. The BC Freedom of Information and Protection of Privacy Act (FIPPA) allows (30) business days to respond to all requests.

Personal Information contained on this form is collected under s. 26(c) of FIPPA and will be used only for the purpose of responding to your request. If you have questions please contact the Health Information Management Release of Information Office.



Complete this side only if Part 5 on front of form is completed

Authorization on behalf of an incapable adult

Any of the following, acting within their duties or powers, may provide authorization on behalf of an adult:

- ☐ **Committee** appointed by court order (where records are required to carry out committee's duties)
- ☐ Person acting under a **Power of Attorney** (where records are required for financial or legal matters)
- ☐ **Litigation Guardian** (where records are required for litigation)
- ☐ **Representative** under a Representation Agreement (where records are required to carry out representative's duties)

If none of the above have been appointed, please explain relationship to patient:

Authorization on behalf of an incapable minor

Complete this section if patient is a minor:

- under 12; or
- under 19 and not actively involved in decisions about health care.

Note: Patient authorization is required if patient is involved in decisions about care or has provided consent for care.

Guardian:

- ☐ by court order
- ☐ under a legal agreement
- ☐ parent who has lived with or regularly cared for child and there is no order or agreement removing my guardianship

Authorization on behalf of a deceased patient

Deceased Adult

- ☐ **Committee** appointed by court order
- ☐ If there is no Committee, **Personal Representative** (Executor or Administrator of Estate)

If there is no Committee or Personal Representative:

Nearest Relative: first person referred to in the following list who is willing and able to act on behalf of deceased:

- ☐ Spouse
- ☐ Adult child
- ☐ Parent
- ☐ Adult brother or sister
- ☐ Other adult relation other than by marriage: _____
- ☐ An adult immediately related by marriage: _____

Deceased Minor (under 19)

- ☐ **Personal Representative** (Executor or Administrator of Estate)
- ☐ If there is no Personal Representative, **Guardian** (appointed by court, under an agreement, or a parent who has lived with or regularly cared for child)

If there is no Personal Representative or Guardian:

Nearest Relative: first person who is willing and able to act on behalf of deceased:

- ☐ Spouse
- ☐ Parent
- ☐ Adult brother or sister
- ☐ Other adult relation other than by marriage: _____
- ☐ An adult immediately related by marriage: _____