

Instructions for Release Forms

The purpose of the following instructions is to help you to fill out three types of release forms: 1) a HIPAA release for adults, 2) a HIPAA release for children, and 3) a release allowing me to exchange information with your attorney should you be involved in a legal case. Should you need additional help completing a particular release form, please feel free to contact me via phone (303-221-2602) or email me at cogan@pcisys.net.

Once you have completed and signed the release form(s) that I need to communicate with other professionals, please either fax it (them) to me at 303-627-1656 or send it (them) to me via email.

Adult HIPAA Release Form

If you are completing an adult HIPAA release form, please read the following instructions:

- 1) Print your name and birthdate at the top of the release form.
- 2) Check release and receive confidential information. Doing so allows me to have a two-way conversation with another professional. Please be assured that I am careful about the information I release.
- 3) Enter the name, address, phone number, and fax number of the professional who is to release and receive information.
- 4) Check the appropriate boxes for the information to be received. Check off “other” if the categories are incomplete given your particular situation, and write in a more accurate description of the information to be received.
- 5) Check the appropriate box regarding the purpose of the release. Check off “other” if the purpose in your case is not listed, and write in a more accurate description of the purpose of the release.
- 6) You have the right to designate a time frame after which the release expires. If you are involved in a legal case, I recommend that you terminate the release at the end of the legal process.
- 7) Sign and date the release.

Child HIPAA Release Form

- 1) Print the name of your child and his or her birthdate at the top of the release form.
- 2) Print your name and the name of the child’s other parent.

3) Enter the name, address, phone number, and fax number of the professional who is to receive the release.

4) Check the appropriate box(es) for the information to be received. Check off “other” if the categories are incomplete given your child’s particular situation, and write in a more accurate description of the information to be received.

5) Check the appropriate box regarding the purpose of the release. Check off “other” if the purpose related to your child is not listed, and write in a more accurate description of the purpose of the release.

6) Sign and date the release.

Attorney Release Form

1) Print your name and birthdate at the top of the release form.

2) Check release and receive confidential information. Doing so allows me to have a two-way conversation with your attorney.

3) Enter the name, address, phone number, and fax number of your attorney.

4) Check the appropriate boxes for the information to be released. Check off “other” if the categories are incomplete given your particular situation, and write in a more accurate description of the information to be released.

5) Check the appropriate boxes for the information to be received. Check off “other” if the categories are incomplete given your particular situation, and write in a more accurate description of the information to be received.

6) Check the appropriate box regarding the purpose of the release. Check off “other” if the purpose in your case is not listed, and write in a more accurate description of the purpose of the release.

7) You have the right to designate a time frame after which the release expires. If you are involved in a legal case, I recommend that you terminate the release at the end of the legal process.

8) Sign and date the release.