

# Authorization for Sharing Health Information



# Keystone First VIP Choice

[Please print]

This form is used to share your protected health information (“PHI”) where required by federal and state privacy laws. Your authorization allows Keystone First VIP Choice to share your PHI with the person(s) or organization(s) that you choose. You can also choose to allow the person(s) or organization(s) to share your PHI with Keystone First VIP Choice. You can cancel this authorization at any time by submitting a request to Keystone First VIP Choice. Contact Member Services at 1-800-450-1166 (TTY 711) for further instructions. We are available 8 a.m. – 8 p.m., Monday through Friday, from **April 1 to September 30**, and 8 a.m. – 8 p.m., seven days a week, from **October 1 to March 31**.

## Part A. Member Information: (individual whose PHI will be shared)

Member First Name:		Middle Initial:
Last Name:	Member ID (see ID card):	
Member Street Address:		
City:	State:	ZIP code:
Member Date of Birth:	Daytime Telephone Number (with area code):	

## Part B. Recipient: (person or organization that will receive your PHI)

The following individual or organization has the right to receive my PHI:  
Do you want the following individual or organization to also share your PHI with us?  Yes  No

First Name:	Last Name:	
Organization Name (if applicable)		
Address:		
City:	State:	ZIP code:
Telephone Number (with area code):		
Relationship to Member in Part A:		

## Part C. Description of the PHI to be Shared:

Tell us what types of PHI can be shared. You can check as many boxes as you want. At least one box must be selected.

**Entire record.** All PHI related to the provision of and payment for my health care benefits and services. Federal law requires a separate authorization to share psychotherapy notes.

**Special records. Some laws require you to give specific permission to share certain PHI. Please check the boxes below for PHI that is OK to share.** By checking these boxes, you give permission for all your records containing that type of PHI to be shared. If you only want to authorize sharing of a subset of records, such as records about only one diagnosis, fill out the “Only limited information” section below.

<input type="checkbox"/> Genetic information	<input type="checkbox"/> Sexually transmitted disease
<input type="checkbox"/> HIV/AIDS	<input type="checkbox"/> Abortion and family planning
<input type="checkbox"/> Substance or alcohol use	<input type="checkbox"/> Communicable diseases
<input type="checkbox"/> Mental/behavioral health (including inpatient treatment)	<input type="checkbox"/> Information you have asked us to treat confidentially

**Only limited information.** In the box below, describe the PHI you want shared. Examples:

- The claim related to my service on [date].
- Appeal information related to my claim on [date].

Please describe the information you want shared:

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### Part D. Purpose of this Authorization

This authorization is valid for sharing of PHI for the following purposes. (Please check one or both boxes).

To help diagnose, treat, manage and/or pay for my health needs.

**OR**

For the following reason:

This authorization shall be invalid if used for any purpose other than the purpose(s) stated above.

### Part E. Expiration Date of this Authorization

This authorization will expire. (Please check one box.)

I want the authorization to expire one (1) year after my coverage with Keystone First VIP Choice ends. (See information below)\*

**OR**

Upon the following date, event or condition\*:

\* Keystone First VIP Choice must be notified of the event/condition to cancel this authorization. In North Carolina and New Jersey, this authorization automatically expires one year after the date it was signed, unless you choose an earlier date. In New Hampshire, the authorization automatically expires two years after the date it was signed, unless you choose an earlier date. In Louisiana, if you are requesting the sharing of genetic information, the authorization expires sixty days after the date it was signed, unless you choose an earlier date. In the District of Columbia, if you are requesting the sharing of mental health information, the authorization automatically expires one year after the date it was signed, unless you choose an earlier date.

### Part F. Approval: (You OR your Personal Representative must sign and date this form in order for it to be complete.)

I understand that this authorization for sharing my PHI is voluntary and is not a condition of enrollment in Keystone First VIP Choice, eligibility for benefits, or payment of claims. I understand that I may cancel this authorization at any time by submitting a request to Keystone First VIP Choice, and that cancelling this authorization will not affect any action taken pursuant to the authorization prior to my request to cancel. I also understand that if I cancel this authorization, I should separately notify the individual(s) or organization(s) listed in Part B above if I wish for those individual(s) or organization(s) to no longer share my PHI. I also understand that if the person or organization I authorize to receive my PHI described above is not subject to federal or state health information privacy laws, they may further share my PHI and it may no longer be protected by federal or state privacy laws. I also understand that I or my personal representative have a right to receive a copy of this form and to review my PHI that may be shared because of this authorization.

**Member Signature: By signing below, I authorize the sharing of my PHI as described above.**

Signature of Member:

Date:

**Personal Representative Information: By signing below, I authorize the sharing of PHI of the member as described above. (A Personal Representative is a person who has the legal authority to act on behalf of an individual, such as a parent of a minor. A copy of a Power of Attorney or other legal document must be on file at Keystone First VIP Choice or submitted with this form.)**

Printed Name of Personal Representative:

Address of Representative:

Description of Personal Representative's Authority:

Signature of Personal Representative)

Date:

Telephone Number:

**Return the Completed Form to: Consent Processing Center, P.O. Box 7092, London, KY 40742-7092  
Fax Number: 1-833-214-2242 (Toll Free)**

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### Addendum to Authorization for Disclosure of Health Information

#### Verbal consent

We, the undersigned, attest that the member identified in Section A above is **physically unable** to sign this authorization. Verbal consent does not replace the need for documentation showing that another person is the member's personal representative, and cannot replace this documentation simply because it is inconvenient for the member to sign.

Reason:

The signatures below indicate:

- The information on this form was communicated to the member.
- The member indicated their understanding of the information in this authorization.
- The member freely gave their consent.

Method of communication to member:

- Phone  
 In person  
 Other (specify):

Witness printed name:

Witness printed name:

Witness signature:

Witness signature:

Date:     /     /

Date:     /     /