



## Instructions for completing Authorization for Release of Health Information

**Patient Information:** Complete the entire section which identifies clearly the demographic information specific to the patient (individual who information is being requested for).

**Release Information From:** Identify which CentraCare Health hospital, clinic, or provider you are seeking information from. Please be specific in your request. Please see [www.centracare.com](http://www.centracare.com) for a listing of all CentraCare hospital and clinic locations.

**Release Information To:** Identify the full name of individual, business, hospital, clinic, or provider you want to receive your records. Be sure to include their address and phone number.

**Information to Be Released:** This section gives us the instructions for what information you want released. It is very helpful to identify the date or range of dates needed. If you do not have dates noted, only your last hospital encounter or clinic visit at the specific CentraCare Health location you indicated will be released. Only the specific information checked will be released.

**Special Disclosure:** This section is required per Federal Rule 42 CFR Part 2 to be completed in full to allow CentraCare Health to release Substance Use Disorder records. Even if you have indicated dates in the Information to be Released section, the dates of Substance Use Disorder records to be released is required in this section.

**Preferred Method:** This tells us how you would like your information provided. We can print the records, burn them to a CD, or release them to your MyChart portal. Note: If your original records are on paper, we are only able to provide them on paper.

**Reason for Release:** Please identify the reason you need a copy of your record. This helps us track and assign a priority status to your request. It also informs us determine who may be responsible for the cost of records (where applicable).

**Authorization:** The patient or the Patient's personal representative must sign and date this form. Please also indicate your relationship to the patient and the reason they are unable to sign.

**Revocation:** This authorization will automatically expire 1 year after your signature unless you indicate another date or event upon which the authorization should expire OR you provide a written revocation to our organization.

**Completed and signed forms can be sent to**

**[CentraCareRecordRelease@CentraCare.com](mailto:CentraCareRecordRelease@CentraCare.com)**

**OR**

**Fax/Mail to the sites listed on the following page**

If you are requesting records from...	Please send your completed form to...
St. Cloud Hospital Services Recovery Plus Programs Clara's House Wound Center	<b>CentraCare St. Cloud Hospital</b> Attn: Health Information Management Department 1406 6 <sup>th</sup> Ave N St. Cloud, MN 56303 Ph: 320-255-5624 Fax: 320-255-5739
Albany Clinic Benton County Jail Medicine Coordinated Care Clinic Heart & Vascular Center Northway Clinic River Campus Clinics St. Joseph Clinic Stearns County Jail Medicine Becker Clinic Big Lake Clinic Eye Clinic Midsota Plastic Surgery Quick Clinics St. John's Clinic Sleep Center Urology Clinic	<b>CentraCare River Campus</b> Attn: Health Information Management Department 1200 6 <sup>th</sup> Ave N St. Cloud, MN 56303 Ph: 320-240-7872 Fax: 320-255-5691
CentraCare Plaza Clinics St. Cloud Medical Group Southway Rehabilitation Sartell Behavioral Health Midwest Occupational Medicine Child Advocacy Center	<b>CentraCare Plaza</b> Attn: Health Information Management Department 1900 CentraCare Circle St. Cloud, MN 56303 Ph: 320-229-4937 Fax: 320-229-5151
Sauk Centre Clinics and Hospital Paynesville Clinics and Hospital Belgrade Clinic Eden Valley Clinic Richmond Clinic	<b>CentraCare Sauk Centre</b> Attn: Health Information Management Department 425 Elm Street N Sauk Centre, MN 56378 Ph: 320-352-2221 Fax: 320-351-1740
Long Prairie Clinics and Hospital Eagle Valley Clinic Melrose Clinics and Hospital	<b>CentraCare Long Prairie</b> Attn: Health Information Management Department 50 CentraCare Drive Long Prairie, MN 56347 Ph: 320-732-7258 Fax: 320-732-7322
Family Health Clinic	<b>CentraCare Family Health Clinic</b> Attn: Health Information Management Department 1555 Northway Drive, Suite 200 Saint Cloud, MN 56303 Ph: 320-240-3157 Fax: 320-240-3164