Washington University in St. Louis
STUDENT AFFAIRS

One Brookings Drive: MSC 1201-323-100
St. Louis, MO 63130-4862
Office: 314-935-6695 Fax: 314-935-8515

AUTHORIZATION FOR RELEASE OF PROTECTED HEALTH INFORMATION

I hereby authorize The Center for Counseling and Psychological Services to transfer, release, or obtain information on:

_____ _____ _____
(Name of Patient) **(Date of Birth)** **(Student ID)**

_____ _____ _____
(Email) optional **(Phone)** **Current Student: (Yes/No)**

OBTAIN FROM:(DO NOT LEAVE BLANK)	**DISCLOSE TO: (DO NOT LEAVE BLANK)**
_____ (Name/Physician/Provider/Institution)	_____ (Physician/Provider/Institution/Parent/Guardian)
_____ (Address)	_____ (Address)
_____ (City/State/Zip)	_____ (City/State/Zip)
_____ (Phone) _____ (Fax)	_____ (Phone) _____ (Fax)

☐ **Check this box if you authorize CCPS to both release and obtain personal health information between the two parties listed above**

For the purpose of:

☐ Continuing Medical Care	☐ Parent/Guardian Communication
☐ Legal Purposes	☐ Study Abroad
☐ Employment	☐ Collaboration with Other Campus Partners
☐ Academic Support	☐ Patient Request
☐ Other_____	

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Counseling and Psychological Services will respond to your request for health information within 30 days of receipt of your request. If your health information is not readily accessible to us or is maintained in an off-site storage location, Counseling and Psychological Services has an additional 30 days to respond to your request. If we require additional time to respond to your request, we will contact you to inform you of this extension of time

☐ Mail Records ☐ Fax Records ☐ Discuss verbally ☐ Secure/Encrypted Email
☐ Email to Non-WUSTL email (*By checking email box you understand that there is a risk that the requested information could be viewed by an unauthorized person when transmitted over the internet*)
☐ Call for Pick Up

Please Check Specific Counseling Information Requested

☐ Counseling and Psychological Record* ☐ Session Attendance ☐ Treatment Plan
☐ Intake Assessment
☐ Counseling Notes ☐ Billing Statements
☐ Treatment Notes for Alcohol/Other Drug Use/Abuse
☐ Other (specify)_____

***Includes entire Center for Counseling and Psychological Services Record, does NOT include Psychiatry Notes**
If initialed below, I confirm that I request Washington University Center for Counseling and Psychological Services to specifically release the following records to the above agency or individual, and waive any privilege with respect to these specific records:

____Initial for release of records of drug or alcohol use/abuse or treatment of same

- This request is a free and voluntary act by me. I understand that I may revoke this authorization at any time by sending a written notice of revocation to Center for Counseling and Psychological Services. I understand that the revocation will not apply to any information that has already been released in response to this authorization.

- I understand that if I choose to not give this permission or if I cancel my permission, I will still be able to receive any treatment or benefits that I am entitled to, as long as this information is not needed to determine if I am eligible for services or to pay for the services that I receive.

- I understand that once my information is used and/or disclosed pursuant to this authorization, it may no longer be protected by federal privacy regulations and may be subject to re-disclosure by the recipient(s).

- I understand that a reasonable fee may be charged unless copies are sent to another clinician or healthcare facility. This fee is based on the cost of the labor and supplies involved in copying the requested health information. Copies sent to other recipients (i.e. attorney, insurance companies) are subject to fees as provided by state law.

Authorization is valid through the end of the academic calendar year (July 31) (if not otherwise specified) OR as specified by selecting one of these options (for example: graduation/year):

☐ **This authorization expires on the following date_____.**

☐ **This authorization expires due to the following event or special condition_____.**

_____ _____
Signature of Patient or Parent/Legal Representative **Date**