



**STUDENT WELLNESS SERVICES**

1239 Arden Rd., Mail Code 1-8, Pasadena, CA, 91125  
Counseling Services and Occupational Therapy: 626-395-8331  
Health Services: 626-395-6393 | Fax: 626-585-1522

**AUTHORIZATION FOR RELEASE OF CONFIDENTIAL HEALTH INFORMATION**

Student Name: \_\_\_\_\_ UID: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Email Address: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

I, the undersigned, hereby authorize Caltech Student Wellness Services to obtain, disclose, or exchange my health information as described below:

- Obtain record(s) from:     Release record(s) to:     Exchange verbally with

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax \_\_\_\_\_

If you wish to impose restrictions on the recipient’s use of the health information, you must contact them directly.

**Reason for Release:** I authorize the release/exchange for the following purpose(s):

\_\_\_\_\_  
\_\_\_\_\_

**Information to be disclosed:** I authorize the release/exchange of the following health information: (check the applicable box below)

- Attendance     Treatment summary     Treatment Recommendations

Entire record - *Fee may apply\**; select specific record(s):

- Medical     Counseling     Psychiatry     Occupational Therapy

Only the following records or types of health information:

\_\_\_\_\_

I understand that this request may include information relating to the following, and by initialing below, I specifically authorize the disclosure/exchange of this information. *Unless initialed below, this information will NOT be disclosed or included in copy of records.*

- Mental health treatment information:  
Counseling \_\_\_\_\_ (initial) Psychiatry \_\_\_\_\_ (initial)
- Alcohol and/or drug treatment information \_\_\_\_\_ (initial)
- HIV lab test results \_\_\_\_\_ (initial)

**Term:** I understand that this Authorization will remain in effect:

- From the date of this Authorization until \_\_\_\_\_, 20\_\_\_\_.
- Until the Provider fulfills this request.

I understand that:

1. I can revoke this Authorization at any time.
2. My revocation is not effective for disclosures already made and actions already taken while this Authorization was in effect.
3. Treatment or other benefits are NOT dependent on my signing this Authorization.
4. I am authorizing disclosure of information protected under federal and/or state law. Information disclosed pursuant to this authorization could be re-disclosed by the recipient. Such re-disclosure, in some cases, may not be protected by state and/or federal law. Please note that if you wish to impose restrictions on the recipient's use of the health information, you must contact the recipient directly.
5. A photocopy or facsimile of this authorization shall be valid as the original authorization.
6. This Authorization will remain in effect during the term indicated above or until otherwise revoked by the undersigned client.
7. I am entitled to receive a copy of this authorization.

\_\_\_\_\_  
Signature of Patient or Authorized Representative

\_\_\_\_\_  
Today's Date

<p><b>*FEE SCHEDULE FOR COPIES OF RECORDS:</b></p> <p>1-3 pages: no charge</p> <p>4-10 pages: \$5.00</p> <p>11-20 pages: \$10.00</p> <p>21+ pages: \$15.00 plus \$.35 per page</p>	<p>Records will be ready for release within 5 business days. Records will be furnished for in-person pick up, fax or sent via postal service. You may be asked to review your record with a clinician prior to receiving a copy. Most providers prefer a treatment summary to a copy of the entire record.</p>
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**Records Release Office Use Only:** Authorized by: \_\_\_\_\_ Released on: \_\_\_\_\_