



PORTAGE COUNTY BOARD OF
**DEVELOPMENTAL
DISABILITIES**

Making the difference in meeting lifelong needs

AUTHORIZATION FOR RELEASE OF CONFIDENTIAL INFORMATION

Name of Individual Served _____ Date of Birth _____

I authorize PCBDD to:

Release to: _____ Address: _____

The following information:

- Assessment and Diagnosis (MFE)
- Individual Service Plan (ISP)
- Social History

- Functional Assessment
- FED
- Other _____

Obtain from: _____ Address: _____

The following information:

- Assessment and Diagnosis (MFE)
- Treatment and Progress Notes
- Most Current IP (ISP, IEP, IHP)
- Psychological Test Results

- Results of Recent Physical Examination
- FED
- C/OEDI
- Other _____

The purpose of this disclosure is

- Coordination of Care
- Requested by Individual Receiving Services, or Guardian/Parent
- Other _____

- 1) I understand that I may revoke this authorization at any time by submitting a written request, unless the records have already been released.
- 2) I understand that the party receiving my information might not be subject to HIPAA, FERPA or Ohio confidentiality laws and might be allowed to disclose this information.
- 3) The PCBDD does not require that I sign this authorization in order to receive services.

Expiration Date: _____

Approved by: _____ Date _____

Signed authorization by someone other than the individual being served:

Print Name _____

- Authority to sign:
- Parent or Guardian
 - Chosen Representative per SSA Rule
 - Appointed by Individual as HIPAA Personal Representative
 - Other _____

For staff use: (complete the following steps and indicate by a check) Name of Staff Person _____

- Copy of signed authorization given to Individual/Parent/Guardian
- Copy of records released given to Individual/Parent/Guardian (if requested)
- Disclosure logged on Disclosure Log

Revocation received on _____ and acted upon.

Effective 4/16/14-Revised 7/15/14

Board Office

Portage Industries • Adult Services

Happy Day School • Children's Services

Dennis M. Coble Administration Building
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PCBDD does not discriminate in provision of services or employment because of handicap, race, color, creed, national origin, sex, or age.