

These sample authorization forms were developed to contain the core elements required by the Federal Privacy Rule, as well as content considered most useful to Oregon psychologists. They have been reviewed by OPA's attorney, Paul Cooney, and are compliant with federal and state law as of March 2011. Please review the following before using these forms in your practice.

- **Modification**--You may edit the Authorization forms on this website to adapt them to your practice. We recommend that you insert your name as the client's psychologist in the blank in the second paragraph. The paragraph about revoking the Authorization in writing requires an address in the blank. If you make additional modifications to the forms, take care to include the core elements. Refer to the HIPAA Privacy Rule - http://edocket.access.gpo.gov/cfr_2002/octqtr/45cfr164.508.htm (See p.704, *Core elements and requirements*) Make special note of the requirement that "The authorization must be written in plain language."
- **Child Records**—A separate Authorization form was developed for use with child clients. The content is the same as the adult form, but the wording was modified slightly for ease of use. Please note that an Authorization to release a child's Protected Health Information must be signed by a biological parent with parental rights, or a legal representative. Most stepparents are not legally authorized to sign for a minor child.
- **Psychotherapy Notes**—The Federal Privacy Rule requires a separate Authorization to release Psychotherapy Notes. This Authorization cannot be combined with an Authorization to release any other information. We did not develop a specialized Authorization form for psychotherapy notes, but the sample forms could be adapted easily by listing psychotherapy notes as the only information to be released.
- **Drug and Alcohol Treatment Information**—The Authorization forms on this website are sufficient to release clinical records of psychotherapy in many practice settings that include discussions of drug and alcohol use and treatment. However, if you work in a federally-funded substance abuse treatment facility, or request records from such a facility, you will need to use a specialized Authorization form. Records from these substance abuse treatment facilities have additional protections under the Federal Privacy Rule, such as a prohibition against redisclosure and the right to revoke Authorizations orally. We recommend you obtain an Authorization form from the treatment facility to request or release such records.

Oregon Psychological Association
Professional Affairs Committee