Clary Document Management, Inc.
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# AUTHORIZATION TO RELEASE MEDICAL RECORDS

Patient's Name: _____ Date of Birth: _____

Address: _____ Day Phone: _____

_____ Email: _____

I request all medical records of the patient named above to be released from:

**Eastern Michigan University**
**University Health Services Department**
Snow Health Center
1199 Ford Street
Ypsilanti, MI 48197

Year of Last Visit: _____

Reason for Release of Information: Personal Use

_____

Send all medical records to:

☐ same address as above **$20**

or

☐ other address below **$20**

Name: _____

Address: _____

_____

Email: _____

Fax : _____

This request and authorization applies to all my medical records. I understand my medical records may include information regarding mental health, psychotherapy notes, alcohol/drug use, Sexually Transmitted Disease results (whether positive or negative) and HIV treatment. I understand this authorization will be in effect for 12 months unless cancelled by me in writing and that my cancellation will take effect when Clary Document Management (Clary) receives my notice in writing submitted to the address above. I understand once Clary discloses my health information herein, it may no longer be protected by federal privacy laws.

**I understand I will *pre-pay* a $20 fee to reproduce medical records.**

Patient Signature _____ Date_____

Patient Authorized Representative: _____ Date_____

Authority to Represent Patient: _____