

Commonwealth of Massachusetts  
 Department of Mental Health  
**Authorization for Release of Information**  
**Two Way**

<b>1. Patient/Applicant Information</b>	
Name: _____	Other Names: _____
Street: _____	APT.#: _____
City/Town: _____	State: _____ Zip Code: _____
Last 4 digits of SSN: _____	Date of Birth: _____
Phone: _____	

<b>2. Authorization to Release:</b> I authorize the Department of Mental Health (DMH) to receive and release information, including confidential communications, from or to the Person, Agency or Facility named below, either verbally or in writing.	
Person, Agency or Facility (e.g., name and address of hospital, outpatient provider, residential program, other) Name: _____ Attention: _____ Street: _____ City/Town: _____ State/Zip Code: _____ Phone: _____ Fax: _____	DMH Contact Information: Name: _____ Street: _____ City/Town: _____ State/Zip Code: _____ Phone: _____ Fax: _____ Email: _____

<b>3. Check to indicate the information you want shared: (check all that apply)</b>		
<input type="checkbox"/> Entire Mental Health Record, <i>excluding Psychotherapy Notes which require a separate authorization</i>		
<input type="checkbox"/> Entire Record (Medical and Mental Health), <i>excluding Psychotherapy Notes which require a separate authorization</i>		
<input type="checkbox"/> Discharge Summary	<input type="checkbox"/> ISPs & IAPs	<input type="checkbox"/> Treatment Plans
<input type="checkbox"/> Admission Documentation	<input type="checkbox"/> Neuropsych Testing	<input type="checkbox"/> Transfer Summary
<input type="checkbox"/> Lab Reports	<input type="checkbox"/> Physical Exam	

Other (please specify) / additional information: \_\_\_\_\_  
 \_\_\_\_\_

<b>4. Dates of the information you want shared: (Specify dates)</b>	
Dates of Requested Information: From: _____ To: _____	

Commonwealth of Massachusetts  
Department of Mental Health  
**Authorization for Release of Information**  
**Two Way**

**Patient/Applicant Name:** \_\_\_\_\_

<b>5. Please <i>initial</i> to indicate you give permission to release the following information if present in your record: (<i>initial</i> all that apply)</b>
<b>Initial Here:</b> _____ HIV test results (Authorization required for each release request.)
<b>Initial Here:</b> _____ Substance Use Disorder Records Protected by Federal Confidentiality Regulations 42 CFR Part 2.

<b>6. Purpose of the Release: (must check one)</b>
<input type="checkbox"/> Personal Use
<input type="checkbox"/> Obtain insurance, financial or other benefits
<input type="checkbox"/> Other purpose (please specify): _____

I understand that:

- I have a right to revoke this authorization at any time.
- If I revoke this authorization, I must do so in writing and present it to DMH at the DMH address identified on page one or the DMH office in my area. (Find DMH area offices at [www.mass.gov/dmh-offices-facilities-and-staff-directory](http://www.mass.gov/dmh-offices-facilities-and-staff-directory); call 1-800-221-0053; or email [dmhinfo@MassMail.State.MA.US](mailto:dmhinfo@MassMail.State.MA.US).)
- The revocation will not apply to information that has already been released pursuant to this authorization.
- Once the above information is released, the recipient may redisclose it and the information may not be protected by federal or state privacy laws or regulations.
- Authorizing the disclosure of the information identified above is voluntary.
- I need not sign this form to receive treatment or services from DMH and/or the other named person, facility or agency; however, lack of ability to share or obtain information may prevent DMH, and/or the other named person, facility or agency, from providing appropriate and necessary care.

This authorization will expire (specify a date, time period or an event) \_\_\_\_\_ or, if nothing is specified, it will expire one year from date of signing.

<b>7. Signature / Authorization: Sign and provide information as required below.</b>	
<b>X</b> _____	_____
Your signature or Personal Representative's signature	Date
_____	
Print name of signer	
<b>The following information is needed if signed by a personal representative:</b>	
Type of authority (e.g., court appointed, custodial parent): _____	

**Distribution of copies:** Original retained by DMH; copy to the individual or personal representative.