



Blue Cross Blue Shield of Michigan
 Blue Care Network of Michigan
 BCN Service Company
 BlueCaid of Michigan

AUTHORIZATION FOR USE AND DISCLOSURE OF PROTECTED HEALTH INFORMATION

Use this form to authorize BCBSM, BCN, BCNSC, BCMI and Blue Caid of MI to disclose your protected health information (PHI) to an individual other than yourself or as specified and permitted in our Notice of Privacy Practices. If you are the member, please complete sections A through E of this form. If you are not the member please also complete section F, in addition to A through D.

Section A: Authorization

I authorize the use and disclosure of my protected health information (PHI) as described in Sections B and C. I understand that my treatment, payment, enrollment or eligibility for benefits will not be conditioned on whether I sign this authorization.

NAME		DAYTIME PHONE NUMBER	
ADDRESS			
CITY	STATE	ZIP	ENROLLEE ID

Section B: PHI Use and Disclosure (NOTE: Use form 7656 to authorize use and disclosure of psychotherapy notes.)

Describe in detail the PHI to be used and disclosed (providers, dates of treatment, type of service, etc.):

Check here if your authorization includes the disclosure of PHI regarding testing or treatment for AIDS, AIDS-related complex or HIV.

BCBSM, BCN, BCMI, BCN SC, and BlueCaid of MI members - Please check if your authorization includes the disclosure of PHI regarding:

- Substance abuse** (including alcoholism)
- Mental Health Services** (excluding psychotherapy notes)

Section C: Authorized Uses and Disclosures as described in Section B

NOTE: If PHI is disclosed under your authorization to persons or organizations that are not subject to federal privacy laws, it may be re-disclosed and no longer protected.

I authorize BCBSM, BCN, BCMI, BCNSC, or BlueCaid of MI (circle one) to disclose my PHI to the following person(s) and entities:

The purpose(s) of this disclosure is:

I authorize the following person(s) and entities to disclose my PHI to BCBSM, BCN, BCMI, BCNSC, or BlueCaid of MI (circle one)

The purpose(s) of this disclosure is:

Section D: Expiration and Revocation

This authorization will expire on: _____; OR when the following occurs: _____

I understand that I can revoke this authorization at any time by submitting a written request on a standard form, available by calling 313-225-9000. I understand that revocation will not affect actions taken before receipt of my request.

Section E: Signature

Signature Date

Section F: Personal Representative

If you are not the patient, please also complete, sign and date section F of this form. Check the box that describes your relationship to the member. Please attach proof of your relationship to the patient (e.g. Power of Attorney, personal representative documentation)

Print Name of Personal Representative: _____

Signature of Personal Representative: _____

- Parent of minor child Legal Guardian Power of Attorney Executor Other _____

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INSTRUCTIONS FOR COMPLETING THE AUTHORIZATION FOR USE AND DISCLOSURE OF PROTECTED HEALTH INFORMATION

The Authorization is not valid unless it is filled out completely. This form can not be used as a joint authorization with another member; therefore, **each member must submit an individual form**. Please type or print the information.

Section A: Authorization

- 1) Member's first and last name
- 2) Member's full street address, including city, state and ZIP code
- 3) Subscriber's **enrollee ID/contract number** as it appears on the BCBSM, BCN, BCMI, BCNSC, or BlueCaid of MI ID card
- 4) Member's telephone number, including area code

Section B: Use and Disclosures

- 1) List **in detail** the information to be used and disclosed (**for example, provider's name, dates of treatment, type of service, etc.**) Check the box if disclosure includes PHI regarding information related to AIDS, ARC, HIV
- 2) BCBSM, BCN, BCMI, BCNSC, or BlueCaid of MI members must check the appropriate boxes for disclosures that:
 - a. Include PHI related to substance abuse (including alcoholism)
 - b. Include PHI related to mental health services

Section C: Authorized Uses and Disclosures

- 1) If the member is requesting that BCBSM, BCN, BCMI, BCNSC, or BlueCaid of MI disclose his or her PHI, please check "I authorize BCBSM, BCN, BCMI, BCNSC, or BlueCaid of MI (circle one) to disclose my PHI to the following person(s) and entities I" **and list to whom the PHI will be disclosed** as well as the purpose for the disclosure. You may simply state "at my request" if appropriate.
- 2) If the member is requesting that others disclose his or her PHI to BCBSM, BCN, BCMI, BCNSC, or BlueCaid of MI, please check "Disclosure to BCBSM, BCN, BCMI, BCNSC, or BlueCaid of MI" and list the person(s) who will disclose the information. You may simply state "at my request" if appropriate.

Section D: Expiration and Revocation

- 1) Fill in the **date upon which the authorization will expire (day, month and year) or the event or activity** that will trigger expiration of the authorization.
- 2) Members can revoke authorizations at any time. Revocations must be submitted using the standard BCBSM revocation form. Members can get the forms by calling (313) 225-9000.

Section E: Signature

Members must sign and date the authorization.

Section F: Personal Representative

- 1) If a personal representative is signing the authorization form on behalf of a member, the representative must sign his or her name and date in the signature line and specify his or her relationship to the member by checking the appropriate box below the signature.
- 2) If the personal representative is someone other than the parent of a minor child named as the patient, he or she must attach proof of signature authority.

The signer will receive a copy of the completed authorization form via return mail. The original authorization form will be kept on file.

Mailing Instructions

Please mail completed authorizations to BCBSM, Mail Code **X420**, 600 E. Lafayette Blvd., Detroit, Michigan 48226.

FAXING INSTRUCTIONS

Please **FAX** completed authorizations to **1-866-894-3101**.

Members who need additional assistance completing this form should call a customer service representative at the number on the back of their Blues ID card, or the Blues operator at 313-225-9000.