

Leonard J. Chabert Medical Center

1978 Industrial Blvd. Houma, LA 70363

Release of Information Department Emergency Department
phone: 985-873-1395 phone: 985-873-1312
fax: 877-310-6127 fax: 985-873-1762

AUTHORIZATION FOR RELEASE OF CONFIDENTIAL INFORMATION

Patient's Name _____ Date of Birth _____

Address _____ Phone # _____

I, _____, hereby authorize
FULL NAME OF PATIENT

_____ to release information specified below from my

NAME OF HOSPITAL / PHYSICIAN / FACILITY

medical records covering the dates of service _____ to _____

The information which is checked (X) below is to be released to:

NAME OF HOSPITAL, PHYSICIAN, SERVICE AGENCY OR THIRD PARTY (Provide fax # if hospital or physician)

ADDRESS _____ CITY _____ STATE _____ ZIP _____

Purpose for Release: Medical Insurance Legal Other _____

*Purpose of Release is not required for patient/personal representative requests.

Check off items being released:

Discharge Summary

Discharge Instructions/After Visit Summary

History & Physical

Consultation Reports

Progress Notes

Pathology Reports

Laboratory

Cardiology

Clinic Visit

Abstract

Operative Report

X-ray Report _____

Radiology films

ER Record

Entire Record

Other _____

Method of Delivery: Paper Fax # _____ Email _____

The patient's express authorization is required to release certain types of records, including alcohol and/or drug abuse treatment and information, HIV testing and treatment, psychiatric treatment, and genetic testing (defined in the Genetic Information Non-Discrimination Act of 2008 - GINA, section 201 7 A and B). To authorize release of this information, please read and sign the following:

I, _____, authorize the release of **alcohol and/or drug abuse** treatment and information.
(Patient's Signature)

I, _____, authorize the release of **HIV test results** and/or HIV treatment information.
(Patient's Signature)

I, _____, authorize the release of **psychiatric** information.
(Patient's Signature)

I, _____, authorize the release of **genetic testing** information.
(Patient's Signature)

In authorizing the release of the confidential information identified above, I hereby waive all restrictions or privileges imposed by law and release Leonard J. Chabert Medical Center and its affiliates and their staff from any restriction or privilege imposed by law in connection with the disclosure or release of any professional record, observation or communication. I do understand that the information that is being released may be subject to re-disclosure by the recipient and may no longer be protected. I understand that my treatment, payment, enrollment or eligibility for benefits may not be conditioned on signing this authorization.

This authorization may be revoked in writing at any time, except to the extent that Leonard J. Chabert Medical Center and its affiliates have already taken action in reliance on it. Letters to revoke this authorization should be addressed to Leonard J. Chabert Medical Center, Release of Information Department, 1978 Industrial Blvd., Houma, LA 70363.

If not previously revoked in writing, this authorization will terminate or expire upon (state the specific date, event, or condition):

If expiration date is left blank, authorization will expire within one year.

SIGNATURE OF PATIENT OR AUTHORIZED REPRESENTATIVE _____ RELATIONSHIP TO PATIENT _____ DATE SIGNED _____

ADDRESS _____ PHONE NUMBER _____

SIGNATURE OF WITNESS (if patient is unable to sign) _____ RELATIONSHIP TO PATIENT OR CREDENTIALS _____ DATE SIGNED _____

FOR HIM USE ONLY: Date Rec'd _____ Date Processed _____ Time Frame _____ Processed By _____ # Pages/Amount _____



FACILITY LOCATIONS

ATTN: Release of Information
**Ochsner Medical Center
Ochsner Health Centers**
1514 Jefferson Highway
New Orleans, LA 70121
Phone: (504) 842-2832 Fax:
(504) 842-4047

ATTN: Release of Information
**Ochsner Baptist Medical Center
Ochsner Health Centers**
2700 Napoleon Avenue
New Orleans, LA 70115 Phone:
(504) 894-2173 Fax: (504)
894-2460

ATTN: Release of Information
**Ochsner Medical Center
Baton Rouge
Ochsner Health Centers**
17000 Medical Center Drive
Baton Rouge, LA 70816 Phone:
(225) 236-5917
Fax: (225) 236-5469
or (225) 761-5939

ATTN: Release of Information
**Ochsner Kenner
Medical Center
Ochsner Health Centers**
180 West Esplanade Avenue
Kenner, LA 70065
Phone: (504) 464-8066
Fax: (504) 464-8093

ATTN: Release of Information
**Ochsner Medical Center
North Shore
Ochsner Health Centers**
100 Medical Center Drive Slidell,
LA 70461
Phone: (985) 646-5009 Fax: (985)
646-5606

ATTN: Release of Information
**Ochsner Medical Complex
River Parishes**
500 Rue de Sante
Laplace, Louisiana 70068

*Request for medical records for visits
ON or AFTER Nov. 1, 2014 contact:
Ochsner Kenner Medical Center*

ATTN: Release of Information
**Ochsner St. Anne General
Ochsner Health Centers**
4608 Hwy One
Raceland, LA 70394
Phone: (985) 537-8364
Fax: (985) 537-8296

ATTN: Release of Information
**Ochsner Westbank
Medical Center
Ochsner Health Centers**
2500 Belle Chasse Highway
Gretna, LA 70056
Phone: (504) 207-2525
Fax: (504) 391-5115



Health Information Management Release of Information

Due to the volume of request for copies of medical records received daily, Ochsner Health System contracts MRO (Medical Records Online) to copy and release medical records. For this service, there is a fee mandated by law, however medical information will be forwarded to hospitals and physicians free of charge.

For copies of your records, you may be assessed a fee based on the following fee schedule:

| How the PHI is Maintained | Requested Format of PHI | Reasonable, Cost-Based Fee |
|---|------------------------------|--|
| Electronically Hybrid (Electronic and Paper) | Electronic (Email or CD-ROM) | Flat fee of \$6.50 (inclusive of actual labor, supplies and postage), plus applicable sales tax |
| Paper or Electronically Hybrid (Electronic and Paper) | Paper | \$0.10 per page (\$0.08 per page for actual labor and \$0.02 per page for supplies), plus applicable postage and sales tax |
| Paper | Electronic (Email or CD-ROM) | \$0.08 per page (actual labor), plus applicable postage and sales tax |

Once the records are ready, you will be notified via mail. Please review the invoice for payment information. Payment may be made by check, credit card or money order. Your requested records will then be mailed to you.

Please note, records from another facility contained within the requested records may be released.

Please call 610.994.7500 Ext. 1 to check the status of your request, make a payment or ask any questions.