



Authorization for Use or Disclosure of Protected Health Information

Under federal law, no medical plan, hospital or physician may use or disclose certain protected health information (PHI) for uses other than treatment, payment, or healthcare operations without authorization. This authorization form needs to be completed and signed by a Benefits Plan member, spouse, legal guardian, or other legal representative to authorize the release of PHI to the Board of Pensions.

Please note that you only need to submit this form if medical information is needed for a Benefits Plan or Board of Pensions program other than the Medical Plan of the Benefits Plan. All sections must be completed.

Whose PHI is it? <i>(Please print information below and check appropriate box.)</i>		
Name	Last 4 digits of SSN	
Name of Legal Guardian/Representative <i>(if applicable)</i>		
Address		
City	State	ZIP
Phone	<input type="checkbox"/> Benefits plan member <input type="checkbox"/> Spouse <input type="checkbox"/> Minor child <input type="checkbox"/> Adult child	

Name of plan/provider		
Name of health plan, physician, practice, hospital, or other healthcare provider/organization maintaining individual's medical record to be released to the Board of Pensions <i>(Please check appropriate box and then complete information below.)</i>		
<input type="checkbox"/> Health plan <input type="checkbox"/> Physician <input type="checkbox"/> Hospital <input type="checkbox"/> Other healthcare provider/organization		
Name	Phone	
Address		
City	State	ZIP

Recipient of medical information
I authorize the person or entity identified in "Name of Plan/Provider" section above to release PHI to the Board of Pensions as specified below:
<input type="checkbox"/> Any department <input type="checkbox"/> Death & disability team <input type="checkbox"/> Assistance programs team <input type="checkbox"/> Other _____

Medical information to be used or disclosed
A. <input type="checkbox"/> The complete medical record for services rendered on or after the following date: _____
B. <input type="checkbox"/> Only the following medical information: <i>(Specifically describe the information to be used or disclosed, including, but not limited to, meaningful descriptors such as date of service, type of service provided, level of detail to be released, origin of information, etc.)</i>

Important note: Unless the authorization is expressly limited, this authorization grants the plan, physician, hospital, or other healthcare provider/organization the right to use or disclose all personal medical information for the purposes described, including medical information about any diagnosis or treatment for mental health, substance abuse, sexually transmitted diseases (such as HIV), cancer, and/or genetic conditions.

Board of Pensions employees should email this completed form to cspeck@pensions.org.

Due to current circumstances, DO NOT mail this form to the Board of Pensions.
To avoid delays in processing, email your completed form to memberservices@pensions.org. If you need assistance emailing this form, please contact the Board at 800-773-7752 (800-PRESPLAN).



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Purpose of authorization
<input type="checkbox"/> to permit the Board of Pensions to receive and use medical information from the health plan or healthcare provider identified in "Name of Plan/Provider" section above. <input type="checkbox"/> other (please specify) _____

Duration of authorization
This authorization will expire on the following date: _____ or on the occurrence of the following event: _____

Right to revoke authorization
<input type="checkbox"/> I understand that I have the right to revoke this authorization, in writing, at any time by sending such written notification to the party identified in the "Name of Plan/Provider" section of this form.

Acknowledgment of privacy rights
<p>I understand that</p> <ul style="list-style-type: none"> • a revocation is not effective to the extent that the parties named in this authorization have relied on the use or disclosure of the protected health information prior to the receipt of the revocation; • information used or disclosed pursuant to this authorization may be subject to redisclosure by the recipient and may no longer be protected by federal or state law; and • my healthcare provider(s) and health plan(s) may not condition my treatment, payment, enrollment in a health plan, or eligibility for benefits (if applicable), on whether I provide authorization for the requested use or disclosure. <p>I understand that I have the right to</p> <ul style="list-style-type: none"> • refuse to sign this authorization; and/or • inspect or copy the protected health information to be used or disclosed as permitted under federal law (or state law to the extent the state law provides greater access rights).

Authorization	
<input type="checkbox"/> I authorize the use of a fax copy or a photocopy of this form.	
If legal guardian or other legal representative, please describe nature of authority by checking appropriate box below. <input type="checkbox"/> Natural/adoptive parent <input type="checkbox"/> Guardianship Court Order (Please attach copy unless previously approved by the Board of Pensions.) <input type="checkbox"/> Power of Attorney (Please attach copy unless previously approved by the Board of Pensions.) <input type="checkbox"/> Other _____	
Name (Print name of Benefits Plan member, spouse, adult child, or legal representative.)	
Signature (Signature of Benefits Plan member, spouse, adult child, or legal representative)	Date (mm/dd/yyyy)

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THE BOARD OF PENSIONS
OF THE PRESBYTERIAN CHURCH (U.S.A.)

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Contact information

- If your Board of Pensions representative directed you to send this form directly to the Board, use the address below.
- If your Board of Pensions representative directed you to send this form to your healthcare provider, please do so and ask them to send it, along with your medical information, to us.
- If you are unsure of where to send this form, please call the Board of Pensions at the number below.

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