

**WESTCHESTER CENTER FOR THE STUDY OF PSYCHOANALYSIS AND PSYCHOTHERAPY**

<b>CONSENT FOR RELEASE OF INFORMATION</b>	Client's Name		Case Number
	Facility Name & Address : <b>WCSP 260 Stuyvesant Avenue Rye, New York 10580 Treating Therapist /Candidate Name:</b> _____		
See Reverse Side for Instructions			
<b>PART I - CONSENT TO RELEASE INFORMATION</b>			
Extent or Nature of Information to Be Disclosed			
Purpose or Need for Information			
Evaluation and treatment.			
TO/FROM <u>Name &amp; Address of <b>WCSP Candidate</b> Disclosing Information:</u>		TO/FROM - Name & Address of Person or Organization to which Disclosure is to be Made	
<p><b>I hereby authorize the release of the above information from my medical record.</b></p> <ul style="list-style-type: none"> <li>• <b>I understand that the information to be released from my medical record is confidential and protected from disclosure.</b></li> <li>• <b>I also understand that my consent to release information will expire one year from this date if not acted upon prior to that time.</b></li> <li>• <b>I also understand that I have the right to cancel my permission to release information at any time before it is released by filling out and signing the back of this form.</b></li> <li>• <b>I also understand that treatment is not conditional based on my willingness to sign this authorization, except in certain circumstances permitted under the HIPAA privacy rule.</b></li> </ul>			
<p><b>Please Note:</b> As a HIPAA covered entity, we are required to inform you that when we disclose your Protected Health Information (PHI) to another entity either by authorization or as required by law, we have no means of controlling their internal use and/or further disclosure of that information. When we disclose to HIPAA covered entities, however, they are required by law to afford the same protections to your PHI as this agency.</p>			
Signature of Client			Date Signed
Signature of Witness	Print Name Signed	Title	Date Signed
Signature of Person Acting for Client	Print Name Signed	Relationship to Client	Date Signed
Signature of Witness	Print Name Signed	Title	Date Signed
<b>RECORD OF INFORMATION RELEASED</b>			
Signature of Staff Member Releasing Information		Print Name Signed	Date Released
Use Part II on Reverse Side to Record Cancellation of Existing Consent to Release Information or Refusal to Allow Release of Information.			

**PART II - CANCELLATION/REFUSAL TO RELEASE INFORMATION**

I hereby cancel my permission to release information from my Medical Record to the person or organization whose name and address is:

I hereby refuse to authorize the release of information from my Medical Record to the person or organization whose name and address is:

Signature of Client

Date Signed

Signature of Witness

Print Name Signed

Title

Date Signed

Signature of Person Acting for Client

Print Name Signed

Relationship to Client

Date Signed

Signature of Witness

Print Name Signed

Title

Date Signed

**INSTRUCTIONS**

1. When sending information to an Agency/Individual, complete a separate form for each request. Affix date and signature when information is released. File in Client case record.
2. When requesting information from an Agency/Individual, complete a separate form in duplicate for each request. Send original to agency/individual. File copy in Client case record.
3. If Client is over 12 years of age and under 18 years of age, Client and responsible parent, relative or guardian must sign. Exception: If Client is a voluntary admission on own application, at least 16 years of age but under 18 years of age, only the Client must sign.
4. If Client is under 12 years of age, the responsible parent, relative, or guardian must sign.