

Member's Name \_\_\_\_\_ Birth Date \_\_\_\_\_

Street Address \_\_\_\_\_ Member # \_\_\_\_\_

City, State, Zip \_\_\_\_\_

Maiden/Other Names \_\_\_\_\_ Phone Number \_\_\_\_\_

**I hereby authorize FirstCarolinaCare Insurance to disclose my protected health information to:**  
Name of person or organization (authorized person) and their relationship to you (*additional authorized person(s) may be added to the back of this form*):

<b>Name</b>		<b>Relationship</b>	
<b>Address</b>		<b>Phone #</b>	
<b>City, State, ZIP</b>		<b>Alt Phone #</b>	

<b>Name</b>		<b>Relationship</b>	
<b>Address</b>		<b>Phone #</b>	
<b>City, State, ZIP</b>		<b>Alt Phone #</b>	

<b>Name</b>		<b>Relationship</b>	
<b>Address</b>		<b>Phone #</b>	
<b>City, State, ZIP</b>		<b>Alt Phone #</b>	

**All protected health information may be disclosed to the authorized person stated above, unless I otherwise specify below.**

**Authorized person(s) is allowed to change my Primary Care Provider.** Yes  No  (*check one*)

**The purpose of this disclosure is to comply with your request. If there is another purpose for the disclosure, please specify below.**

**Authorized person(s) is allowed to access my protected health information, listed below (*check one*).**

<input type="checkbox"/> Yes <input type="checkbox"/> No	<ul style="list-style-type: none"> <li>Communicable disease and infection information, as defined by statute and North Carolina Department of Public Health rules (which include venereal disease, "VD," tuberculosis, "TB," hepatitis B, human immunodeficiency virus "HIV," acquired immunodeficiency "AIDS," and AIDS related complex "ARC," and specify other if known)</li> </ul>
<input type="checkbox"/> Yes <input type="checkbox"/> No	<ul style="list-style-type: none"> <li>Alcohol and/or drug abuse treatment information protected under the regulations in 42 Code of Federal Regulations, Part 2. (See "<b>Important Notice</b>" on next page.)</li> </ul>
<input type="checkbox"/> Yes <input type="checkbox"/> No	<ul style="list-style-type: none"> <li>Mental health treatment records, psychological services and social services information, including communications made by me to a social worker or mental health professional.</li> </ul>

**I have read and I understand and acknowledge the following statements about my rights:**

- I may revoke this authorization at any time prior to the expiration date by notifying FirstCarolinaCare Insurance in writing. However, the revocation will not have any effect on actions taken before the revocation was received.
- If the person or organization to whom this information is disclosed is not a covered entity under the federal privacy rules, the information may no longer be protected by the federal privacy rules after such disclosure is made.
- Treatment, payment, eligibility or enrollment will not be conditioned on obtaining this authorization except as specifically authorized by law.

**This authorization expires (check one):**

- One Year  
 Life of the Policy  
 Upon the following specific date, event or condition (*please add information below*):

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**I accept these terms and authorize disclosure of my protected health information as stated on this form (dependents age 18 and over must sign below):**

\_\_\_\_\_  
Member Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name of Member

*If a legal representative signs on behalf of the member, FirstCarolinaCare Insurance must have a copy of the legal document declaring representation on file (i.e., Power of Attorney, Legal Guardian, Executor of Estate). If a legal document declaring representation has not been submitted, please submit a copy with this form.*

\_\_\_\_\_  
Legally Authorized Representatives Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name of Legally Authorized Representative

**IMPORTANT NOTICE:** ANY INFORMATION DISCLOSED IS PROTECTED BY FEDERAL PROTECTION RULES (42 CFR. CH. I, PART 2) AND STATE MENTAL HEALTH PROTECTION LAWS AND IS PROHIBITED FROM FURTHER DISCLOSURE UNLESS FURTHER DISCLOSURE IS EXPRESSLY PERMITTED BY THE WRITTEN AUTHORIZATION OF THE PERSON TO WHOM IT PERTAINS. A GENERAL AUTHORIZATION FOR RELEASE OF MEDICAL OR OTHER INFORMATION IS NOT SUFFICIENT FOR THIS PURPOSE. FEDERAL RULES RESTRICT USE OF THE INFORMATION TO CRIMINALLY INVESTIGATE OR PROSECUTE ANY MEMBER RECEIVING TREATMENT FOR ALCOHOL OR DRUG ABUSE.



## **TIPS ON COMPLETING THE FIRSTCAROLINACARE INSURANCE AUTHORIZATION FORM**

Where it states, “I hereby authorize FirstCarolinaCare Insurance to disclose my protected health information to”, please list the name of the person(s) or organization(s) who you are allowing FirstCarolinaCare Insurance to disclose information to, their relationship to you, and their address and telephone number if different from yours. The individual(s) or organization(s) you list on the form is referred to as the “Authorized Person(s)”.

The form states that ALL protected health information will be disclosed to the Authorized Person(s) unless you specify otherwise. You do not have to complete this section unless there is only specific information that you would like FirstCarolinaCare Insurance to disclose to the authorized person(s).

Please indicate whether the authorized person is allowed to change your primary care provider on your behalf, by checking the appropriate box.

The form states that the purpose of the disclosure is to comply with your request. If there is another purpose for the disclosure, please specify this purpose on the form; otherwise, you do not have to complete this section.

In the boxed section on the first page, circle “No” for potentially sensitive protected health information you do not want FirstCarolinaCare Insurance to disclose to the Authorized Person(s).

The authorization form states your rights. Please read these rights carefully.

Where it states “This Authorization Expires”, please check the appropriate box.

If a legal representative signs on your behalf, a legal document (i.e., Power of Attorney, Legal Guardian, Executor of Estate) must be on file or submitted with the Authorization Form.

When you have all the appropriate sections of the form completed, please mail it to FirstCarolinaCare Insurance, Attn: Privacy Officer, 3310 Fields South Drive, Champaign, IL 61822, or fax to the Attn: Privacy Officer at 217-902-9794.

If you have any questions or additional concerns, you may contact a member of our Member Services Department at the number listed on the back of your Member Identification Card or TTY at 711 or 1-800-526-0844 for the hearing impaired. Representatives are available from 8:00 a.m. to 5:00 p.m. Monday through Friday.