

**Disclosure Process and Fee Explanation Letter
Austin Rehabilitation Specialists
TX10932**

Dear Patient:

As a patient, you have a right to copies of your medical information. In addition, medical records are legal documents that must be maintained by Austin Rehabilitation Specialists. To assure we are doing everything we can to comply with HIPAA rules and protect the privacy of our patients, we have partnered with Sharecare Health Data Services (HDS), a national Release of Information provider, to assist us with this process. Under federal and state law, Sharecare HDS is allowed to recover certain costs related to making copies of your medical records available to you. The fee we charge is cost-based to include labor, materials and postage as defined by HIPAA and highlighted by the Omnibus Final Rule. How the record is stored and delivered are variable factors affecting the fee.

To minimize this fee, we encourage you to limit your request to just the records that you truly need. *Note that on the attached authorization form, there is an option to select a 2-year abstract plus 5 years of labs, radiology, and diagnostics.* For many patients, this option is sufficient for their purposes and keeps their bill lower than it otherwise would be.

Please fill out the attached authorization form completely and submit via fax or mail to:

Austin Rehabilitation Specialists
3000 N. IH 35, Ste 660
Austin, TX 78705
FAX: (512) 236-6963

Please note that the Sharecare HDS quality control process does extend the turn-around-time for your request to be fulfilled. However, you can expect that an invoice will be mailed to the address on your request within 5-7 business days. Invoicing information may be reviewed sooner by calling customer service below.

Check Status 5-7 business days after submitting request: <https://recordstatus.sharecare.com/>

Pay Online

<http://www.sharecare.com/>

Click on Pay Online - Top left selection –

<https://payment.bactes.com/Payments/>

Enter your email address for Receipt – Invoice # - Amount of Invoice

Pay by Phone: (800) 560-3800

Press #2 for Customer Service

Your request will be fulfilled upon payment. For questions, please contact Sharecare HDS at **(800) 560-3800** and press 2 for Sharecare HDS Customer Service.

Thank you again for your confidence in Austin Rehabilitation Specialists.

TX10932

Patient Information

Patient Full Name: Date of Birth: Patient Address: Home Phone: Email Address: City: State Zip: Work Phone:

Release Information To

I hereby authorize Austin Rehabilitation Specialists to release my medical record information to: Mail Copies To: Discuss Medical Information With: Name/Facility: Attention: Address: Phone: City: State Zip: Fax: Purpose of Request: Comments/ Authorization Specifications:

NOTICE: The information release pursuant to this Authorization may be redisclosed by the receiving institution or individual to other individuals or organizations that are not subject to federal and/or state privacy laws.

Information to be Released

Please provide a 2-year abstract (includes 5 years of labs, radiology, and diagnostics) Please provide my entire medical record for dates: From To Please provide my entire billing record for dates: From To Comments/ Authorization Specifications:

NOTICE: This Authorization is valid for 365 days (30 days for alcohol/drug abuse treatment) unless you specify otherwise. You may revoke this Authorization at any time by providing a written statement to the Health Information Management Department at Austin Rehabilitation Specialists, except to the extent that Austin Rehabilitation Specialists has already completed action on it.

POTENTIAL FEES: See the "Fee and Process Explanation Letter" for more information regarding associated costs.

Authorization to Release Protected Information

Required: Please complete the check boxes below indicating how protected information should be handled, even if the categories do not necessarily apply to the patient's medical records.

Release Records? Check one

Initial each line below to confirm your choices

I DO DO NOT want Psychotherapy Notes released I DO DO NOT want information about Mental Health released I DO DO NOT want information about HIV Tests & Related Information released I DO DO NOT want information about Alcohol and/or Substance Abuse released

STOP AND REVIEW: Please confirm that you have put a checkmark and initialed ALL the protected information categories above regardless if they are applicable or not.

NOTICE TO RECIPIENT: Federal rules prohibit further disclosure, by the recipient, of any alcohol or substance abuse records released under this Authorization, unless the recipient has received written consent from the person to whom it pertains or as otherwise permitted by 42 CFR Part 2.

Sign Here

Date Here

Know Your Privacy Rights Refer to the HIPAA "PRIVACY NOTICE"

Patient's Signature Date

Parent/Legally Recognized Representative Signature Date

Description and Proof of Authority to Act on Patient's Behalf

Document Updated: 1/12/2018