

RELEASE OF INFORMATION INSTRUCTIONS

- Fill in client's legal name and date of birth at the top
- At the top right, fill in the name of the psychologist that sees client
- Check one/both options next to "Disclose" or "Obtain"
- Fill in the complete name and contact information to where psychologist is receiving/sending information. If you want something faxed, please include fax number.
- Check the lines next to the kind of information you want sent (summary of diagnosis, results, educational evals., etc). We usually check all the boxes but if you want only specific information please note that under "other" or only check the lines that apply.
- Fill in "The information will be used for" line towards the middle of the page.
- There are two different signature lines. **Both signature lines** (above and below where it says "specific authorization for information....) **must be signed**.
 - If the client is **under 18**, a legal parent/guardian must sign both lines.
 - If the client is 18 or above *at the time the release is signed*, client must sign both lines.
- **Initial** the type of information that is authorized to be released. We are a mental health office so that line should be initialed but if the other choices apply, please initial next to them also.
- There are a couple of options at the bottom of the form. If you want something faxed to the recipient of your records, **initial** next to the faxing option. If this box is not initialed, all information will be sent via mail.
- Our office does not used email on a regular basis. If you initial the line for email, that will be done at the psychologist's discretion.

Please return the Release of Information Form to our office when complete so the psychologists can send/receive records in a timely manner. Please call our office if you have any questions. Thank you.