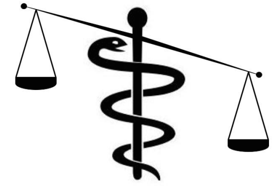
PHI Medical Records
1305 W 11th St #3140
Houston, TX 77008
Phone 979.282.5449 *Fax* 979.234.0501
aj@phi-mr.com



PHI Medical Records

QUICK START GUIDE

Send me via email:

- Signed and completed HIPAA form
  - ***We now require our HIPAA authorization***
- Copy of patient's ID
- List of providers and type of records you want
  - Medical and/or billing
  - With or without affidavit
- I will need to know the date of loss, client's DOB, and last 4 of their SSN if available

I will take it from there!

AUTHORIZATION TO DISCLOSE PROTECTED HEALTH INFORMATION

Developed for Texas Health & Safety Code § 181.154(d)
effective June 2013

Please read this entire form before signing and complete all the sections that apply to your decisions relating to the disclosure of protected health information. Covered entities as that term is defined by HIPAA and Texas Health & Safety Code § 181.001 must obtain a signed authorization from the individual or the individual's legally authorized representative to electronically disclose that individual's protected health information. Authorization is not required for disclosures related to treatment, payment, health care operations, performing certain insurance functions, or as may be otherwise authorized by law. **Covered entities may use this form or any other form that complies with HIPAA, the Texas Medical Privacy Act, and other applicable laws.** Individuals cannot be denied treatment based on a failure to sign this authorization form, and a refusal to sign this form will not affect the payment, enrollment, or eligibility for benefits.

NAME OF PATIENT OR INDIVIDUAL

____
Last First Middle

OTHER NAME(S) USED ______________________

DATE OF BIRTH Month __________Day __________ Year______________

ADDRESS ______________________________

SSN xxx-xx-________ **DATES OF REQUEST** ______________________

CITY ____________________**STATE**_______ **ZIP**______________

PHONE (_____)_____________ **ALT. PHONE** (_____)_______________

COPY MY RECORDS TO ELECTRONIC DISCLOSURE (IF AVAILABLE)

I AUTHORIZE THE FOLLOWING TO DISCLOSE THE INDIVIDUAL'S PROTECTED HEALTH INFORMATION:

Person/Organization Name ______________________________
Address ______________________________
City ______________________ State ________ Zip Code __________
Phone (_______)___________________Fax (_______)____________________

WHO CAN RECEIVE AND USE THE HEALTH INFORMATION?

Person/Organization Name PHI Medical Records LLC
Address 1305 W 11th St #3140
City Houston State TX Zip Code 77008
Phone (979) 282-5449 Fax (979) 234-0501

REASON FOR DISCLOSURE
(Choose only one option below)

- ☐ Treatment/Continuing Medical Care
- ☐ Personal Use
- ☐ Billing or Claims
- ☐ Insurance
- ☒ Legal Purposes
- ☐ Disability Determination
- ☐ School
- ☐ Employment
- ☐ Other ______________________

WHAT INFORMATION CAN BE DISCLOSED? Complete the following by indicating those items that you want disclosed. The signature of a minor patient is required for the release of some of these items. If all health information is to be released, then check only the first box.

☐ **All health information**	☐ History/Physical Exam	☐ Past/Present Medications	☐ Lab Results
☐ Physician's Orders	☐ Patient Allergies	☐ Operation Reports	☐ Consultation Reports
☐ Progress Notes	☐ Discharge Summary	☐ Diagnostic Test Reports	☐ EKG/Cardiology Reports
☐ Pathology Reports	☐ Billing Information	☐ Radiology Reports & Images	☐ Other________________

Your initials are required to release the following information:

______Mental Health Records (excluding psychotherapy notes)
______Drug, Alcohol, or Substance Abuse Records
______Genetic Information (including Genetic Test Results)
______ HIV/AIDS Test Results/Treatment

EFFECTIVE TIME PERIOD. This authorization is valid until the earlier of the occurrence of the death of the individual; the individual reaching the age of majority; or permission is withdrawn; or the following specific date (optional): Month _________ Day __________ Year _________

RIGHT TO REVOKE: I understand that I can withdraw my permission at any time by giving written notice stating my intent to revoke this authorization to the person or organization named under "WHO CAN RECEIVE AND USE THE HEALTH INFORMATION." I understand that prior actions taken in reliance on this authorization by entities that had permission to access my health information will not be affected.

SIGNATURE AUTHORIZATION: I have read this form and agree to the uses and disclosures of the information as described. I understand that refusing to sign this form does not stop disclosure of health information that has occurred prior to revocation or that is otherwise permitted by law without my specific authorization or permission, including disclosures to covered entities as provided by Texas Health & Safety Code § 181.154(c) and/or 45 C.F.R. § 164.502(a)(1). I understand that information disclosed pursuant to this authorization may be subject to re-disclosure by the recipient and may no longer be protected by federal or state privacy laws.

SIGNATURE X______________________________ ______________________
Signature of Individual or Individual's Legally Authorized Representative **DATE**

Printed Name of Legally Authorized Representative (if applicable): ______________________________
If representative, specify relationship to the individual: ☐ Parent of minor ☐ Guardian ☐ Other ______________________

A minor individual's signature is required for the release of certain types of information, including for example, the release of information related to certain types of reproductive care, sexually transmitted diseases, and drug, alcohol or substance abuse, and mental health treatment (See, e.g., Tex. Fam. Code § 32.003).

SIGNATURE X______________________________ ______________________
Signature of Minor Individual **DATE**

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Exhibit A - Fee Schedule

Requested Service	PHI Fee
Billing Record:	$40
Billing Record with Affidavit:	$55*
Medical Record:	$40
Medical Record with Affidavit:	$55
Cancelled Request/No Records Found:	$35
PHI+ RN Services:	$80/hour
Incorrect Information Charge	$20
Credit Card Processing Fee:	2.5%

Available PHI+ Registered Nurse services include:

- Paid & incurred summary of charges per date of service;
- Itemized breakdown of records & services per date of service;
- Verifying “paid & incurred” amounts on billing affidavits; or
- Medical & billing record review with non-testimonial, non-expert opinions.

*Base fee for billing record with affidavit includes verifying sum totals on the face of the affidavit and returning to provider if totals do not sum properly. Base fee does not include fully reviewing medical bills and verifying paid and incurred totals.