



## RELEASE OF MEDICAL INFORMATION

In addition to the state and federal statutes that require informed consent prior to release of medical information, Department of Health Security Protocols 7.1.V., D. and 16.V. F. require a specific written consent to be signed by the client prior to faxing any of that client's confidential HIV/AIDS, STD or TB information. This form is to be used when a client is requesting that you fax his/her information to a provider or receive his/her information from a provider by fax. This form does not replace the client's consent to release confidential information form (DH 3111), but should be utilized in conjunction with the DH 3111 for medical records information, or without the DH 3111 when faxing confidential information that is not part of the medical record (i.e., initial test results). Anonymous HIV test results can be received by fax from the laboratory **only if** the client presents the blue copy of the Test Request Form (DH 1628) at the time of request.

### Instructions for Completion of Consent to Fax

1. Every client requesting that confidential information, as described be sent or received by fax must complete and sign this form.
2. Complete the identification information in the bottom right hand corner of the form, using the patient's name, ID # and date of birth (DOB).
3. Enter the client or legal representative's name after the first i
4. Enter the name and address of the unit of the department authorized to send or receive the faxed confidential information.
5. Check all boxes that apply to the information that will be sent or received by fax.
6. Complete the provider name, contact person, phone number, and fax number for the recipient of the faxed information. This could be a health department or non-health department provider.
7. The client or legal representative must sign and date the form. If the form is signed by the legal representative, the relationship to the client must be noted.
8. Department staff must sign as the witness to the client or legal representative signature.
9. If the client or legal representative chooses to withdraw the consent to fax, it must be done on the completed release form in the box provided at the bottom of the page. The client or legal representative must sign and date the form. If the form is signed by the legal representative, the relationship to the client must be noted. Department staff must sign as the witness to the client or legal representative signature. The withdraw of consent is effective upon signature.