Student Health Clinic
Authorization for Release of Medical Records

Student/Patient Information

Full Name: ____

Date of Birth: ____ / ____ / ______

Student ID#: ____

Phone Number: ____

Lees-McRae Email: _____________________________________

Requesting Records From

Lees-McRae Student Health Clinic

191 Main Street West

Banner Elk, NC 28604

Phone: **828-898-8798**

Release Records To

Name/Organization: _____________________________________

Address: ____

City/State/Zip: _______________________________________

Phone: ____

Email (if secure delivery requested): _________________________

Records Requested

Please select records requested:

☐ Complete Medical Record

☐ Immunization Records

☐ Physical Exam Forms

☐ Visit Notes/Office Notes

☐ Laboratory Results

☐ Medication Records

☐ Billing Records

☐ Other: ____

Date Range Requested
From: ____ / ____ / ______ To: ____ / ____ / ______

Purpose of Request *(Optional)*

☐ Personal Use
☐ Transfer of Care
☐ School/Academic Requirement
☐ Insurance
☐ Legal
☐ Other: ____

Delivery Method

☐ Pick Up at Student Health Clinic
☐ Mail
☐ Secure Email

Authorization & Signature

I authorize **Lees-McRae Student Health Clinic** to release my protected health information as indicated on this form. I understand that:

- This authorization is voluntary.
- I may revoke this authorization at any time by submitting a written request, except where action has already been taken.
- Once disclosed, information may no longer be protected by federal privacy regulations if released to a non-covered entity.
- This authorization expires one (1) year from the date signed unless otherwise specified below.

Alternate Expiration Date (optional): ____ / ____ / ______

Signature of Student/Patient or Legal Representative
Signature: ____
Printed Name: ____
Relationship to Patient (if applicable): ________________________
Date: ____ / ____ / ______

Office Use Only

Date Request Received: ____ / ____ / ______
Processed By: ____
Date Completed: ____ / ____ / ______
Method Sent: ____

Lees-McRae Student Health Clinic
Caring for student wellness, health, and success.