

This is only an example.

Line 1 and 2 are provided to assist with understanding who you may want to include.



**Upon completion, please send this form to:**  
DHCF Privacy Officer  
KDHE- DHCF Legal Department  
PO Box 2428  
Topeka, KS 66601

**In regards to:**  
Client name: Jane Doe  
Client ID or SSN: xxx-xx-xxxx

**Authorization for Release of Protected Health Information**  
**Please fill in ALL blanks**

I, Jane Doe hereby authorize the use or disclosure of my health information as described in this authorization.

- Specific person/organization (or class of persons) authorized to provide the information:  
KanCare Ombudsman Office, KanCare Clearinghouse, My MCO, State Organization (KDHE, KDADS, DCF),  
Provider (Nursing Facility, etc.), Name of person(s) assisting me (family member, neighbor, targeted case manager)
- Specific person/organization (or class of persons) authorized to receive and use the information:  
KanCare Ombudsman Office, KanCare Clearinghouse, My MCO, State Organization (KDHE, KDADS, DCF),  
Provider (Nursing Facility, etc.), Name of person(s) assisting me (family member, neighbor, targeted case manager)
- Specific and meaningful description of the information:  
Please describe the information you wish DHCF and DCF to disclose, for example:

- Choose one or more that apply.*
- Written, electronic and oral information related to eligibility for benefits for the time period commencing on \_\_\_\_\_ date and continuing through \_\_\_\_\_ date.
  - Written, electronic, and oral information including claims, reports, and other documents related to claims for benefits for an injury or illness commencing on \_\_\_\_\_ date and continuing through \_\_\_\_\_ date.
  - Written, electronic and oral information relating to payment or lack of payment of benefits to \_\_\_\_\_ for services rendered on \_\_\_\_\_ date.
  - Other: \_\_\_\_\_

- Purpose of the request:  
Please state the purpose of the request below. (For example, to discuss my benefits with the Benefits Administration staff so that I can better understand my benefits.) If you do not wish to state a purpose, please state, "At the request of the individual."  
Example: To discuss the following issue:  
Example: At the request of the individual

5. Right to Revoke: I understand that I have the right to revoke this authorization at any time by notifying the person/organization listed in number 1 above in writing at \_\_\_\_\_  
I understand that any use or disclosure made prior to the revocation under this authorization will not be affected by a revocation.
6. I understand that after this information is disclosed, federal law might not protect it and the recipient might disclose it again.
7. I understand that I am entitled to receive a copy of this authorization.
8. I understand that this authorization will expire on (OK to leave blank) (insert an expiration date. If no date is inserted, the authorization will expire 12 months from the date entered in 9).
9. DHCF will not condition treatment, payment, enrollment or eligibility for health plan benefits on receipt of an authorization.

Member / Applicant (or DPOA / Guardian)  
Signature of Individual

Date signed  
Date

If a Personal Representative executes this form, that Representative warrants that he/she has authority to sign the form on the basis of:

\_\_\_\_\_

Note: If you list Durable Power of Attorney or Guardian here, include paperwork for that with this document.

*This authorization reflects the requirements of 45 CFR § 164.508 (August 14, 2002).*