



**THE UNIVERSITY OF TOLEDO
MEDICAL CENTER**

Confidential Communications Request Form

The Health Insurance Portability and Accountability Act, also known as HIPAA, was created to protect the privacy of your health information. You have the right to request that communications regarding Protected Health Information be provided through specific means.

I authorize The University of Toledo Medical Center, The University of Toledo Physicians and its affiliates, employees and agents, including those using automated dialing systems, automated messages, email, text messaging or other electronic communication, to contact me for any reason by using any telephone number, email and/or mailing address provided.

Primary Phone Number _____ Primary number is: Home Cell Work Office

E-mail Address: _____

If unable to reach me:

Leave a detailed message at the phone numbers provided above

Leave a message asking me to return your call

The best time to reach me is (day) _____ at (time) _____

This Release of Information will remain in effect until terminated by me.

I authorize the release of my information including the diagnosis, health records, examination rendered to me and claims information. This information may be released to:

Spouse _____

Child(ren) _____

Other _____

Information is not to be released to anyone.

This Release of Information will remain in effect until terminated by me in writing.

PRINT Your Name: _____

Your Signature: _____ Date: ____/____/____

PRINT Witness Name: _____

Witness Signature: _____ Date: ____/____/____



Specifications

Form Description Confidential Communications Request Form Current Form Number LG021

Print

Stock

- 20# White
- 60# Pastel _____
- 2 pt carbonless
- 3 pt carbonless
- 4 pt carbonless
- 5 pt carbonless
- other carbonless
- Other Stock _____
- Special Instructions (see below)

Size

- 8 ½ x 11
- 8 ½ x 14
- 11 x 17
- Special Instructions (see below)

Sides

- Front
- Front & Back

Finishing

Padding

- Top
- Left
- 50 _____ sheets / pad
- _____ sheets / pack

Unit Size

- 25 to a pack
- 50 to a pack
- 100 to a pack
- Special Instructions (see below)

Folding

- Letter Fold
- Z Fold
- Special Instructions (see below)

Drilling

- Long edge std 3 holes
- Long edge 2 holes
- Long edge 5 holes
- Long edge 7 holes
- Long edge 9 holes
- Short edge 2 holes
- Staple, Where _____
- Special Instructions (see below)

Packaging Yes No
_____ units / wrap

Special Instructions: _____

