



Northshore  
School District

3330 Monte Villa Parkway  
Bothell WA 98021-8972  
425-408-7630  
www.nsd.org

Risk Management, Safety, Security

**Authorization for Release of Protected Health Information (PHI)**  
**to**  
**The Northshore School District**

Name \_\_\_\_\_  
Last First Middle

Date of Birth \_\_\_\_\_  
(mm/dd/yyyy)

For Official Use Only

Claim No.

I hereby authorize disclosure of my protected health information to Northshore School District #417 and the Washington State Risk Management Pool for purposes of processing my claim for damage filed with the Northshore School District.

I understand that by signing this document, I authorize the release of the following information:

- Complete medical record for all services, including history and physical exam; progress notes; x-ray reports; inpatient admissions; operative notes; physical or other therapy; laboratory and other test reports; physician and physician assistant orders; nursing notes; and all other records and reference designated by the provider as part of its medical record.
- HIV Test Results and medical information related to HIV testing or treatment.
- Psychiatric, mental and behavioral health records, including treatment notes, assessments, testing documents and results, and medical records related to mental health diagnosis and treatment.
- Alcohol assessment, testing, referral or treatment records.
- All other chemical dependency assessment of treatment records.
- Pharmacy prescriptions and reports.
- All letters and memos received or sent, including electronic mail, referencing my treatment, information related to alleged sexual assault or sexually transmitted disease, including test results.
- Urgent care, outpatient or other clinic visit information.
- Gynecological and/or obstetrical information.
- All client records generated for or by governmental programs of which I am a client. Identify the program(s) and agency: \_\_\_\_\_.
- Financial records related to my care and treatment.

I understand the following (please read and initial all statements):

Initial I understand that my records are protected under HIPPA/PHI regulations (federal law) and the Washington State Health Care Information Act (RCW 70.02).

Initial I understand that my health information may be subject to re-disclosure by the Northshore School District and not protected for purposes of evaluating and investigating the claim I have filed with the Northshore School District.

Initial I understand that the specific information to be disclosed in my medical records may include information regarding alcohol, drug or other controlled substance use, counseling referrals and/or a history of testing or treatment of acquired immune deficiency syndrome.

Initial I understand that I may revoke this authorization at any time by notifying the Northshore School District in writing, and that the revocation will be effective as of the date the Northshore School District receives it. Any records obtained pursuant to this Authorization for Release of PHI prior to the revocation will be deemed authorized by me for release.

Initial I understand this Authorization for Release will expire 90 days from the date I sign it. I can also authorize a different time frame for this release to be valid. This permission is valid until my claim is resolved or closed by Northshore School District.

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A copy of this authorization carries the same authority as the original for purposes of releasing my records to the Northshore School District.

Signature of Authorizing Individual \_\_\_\_\_

Date of Signature \_\_\_\_\_ Phone \_\_\_\_\_

Witness (where patient is over 13 and signing the release)

\_\_\_\_\_  
Print Full Legal Name

\_\_\_\_\_  
Witness Signature

If authorizing signature is not the subject of the records:

Name \_\_\_\_\_

I am authorized to sign this because I am the (attach proof of authority)

- ☐ Parent of minor
- ☐ Legal Guardian
- ☐ Personal Representative
- ☐ Other

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**To the Provider or Records Custodian:**

Please send legible copies of all records to:

Northshore School District  
Risk Management Department  
3330 Monte Villa Parkway  
Bothell WA 98021-8972