Counseling Center
Dartmouth College
7 Rope Ferry Road, Hanover, New Hampshire ♦ Phone: (603) 646-9442 ♦ Fax: (603) 646-9506

# Release of Information (ROI)

Name: _____ Date of Birth: _____ Phone Number: _____

Graduation Year: _____

**I hereby authorize the Counseling Center or any of its staff to disclose, by any acceptable means, including fax, phone, or email, my Protected Health Information (PHI) as specified below:**

- ☐ Counseling treatment records
- ☐ Medication management records
- ☐ Information needed to coordinate academic consideration
- ☐ Eating Disorder Team coordination of care
- ☐ Nutrition treatment records
- ☐ Information needed to coordinate community referral
- ☐ OTHER: _____ _____

**To the following persons or class of persons:**

- ☐ Academic Skills Center (ASC) Staff
- ☐ Deans Office Staff
- ☐ Follow-up Provider
- ☐ Office of Community Standards and Accountability Staff
- ☐ Community Referral Therapist
- ☐ Office of Financial Aid
- ☐ ORL Staff
- ☐ Student Accessibility Services (SAS) Staff
- ☐ Parents/Other Family *(fill in name & address below)*
- ☐ Treatment Provider *(fill in name & address below)*
- ☐ OTHER: _____ _____

RECIPIENT'S NAME: _____ PHONE: _____ FAX: _____

DELIVERY ADDRESS (EMAIL OR MAIL): _____

***Internet communication isn't always secure. By requesting records to be released via email I acknowledge the risk.***

**The purpose of this disclosure is:** ☐ Continuity of Care ☐ Information Sharing ☐ Academic Support ☐ Other:

_____

**By signing this Authorization for Disclosure of Protected Health Information, I understand that:**

a. A photocopy or fax of this authorization shall be as valid as the original.
b. I am not required to sign this authorization as a condition of the receipt of services from the Counseling Center.
c. Once information is disclosed pursuant to this Authorization it may no longer be protected by Federal and State regulations, and may be re-disclosed by the recipient.
d. This Authorization may be revoked at any time by writing to the address above. The revocation will be effective upon receipt by the Counseling Center except with respect to disclosures made prior to receipt and in reliance upon this Authorization.
e. Information disclosed to Dartmouth employees pursuant to this authorization would be an "educational record" covered by the Family Educations Rights and Privacy Act ("FERPA").
f. This Authorization for Disclosure of Protected Health Information shall be effective for a period of one year from the date signed, unless earlier revoked or alternate date is specified here: _____ /_____ / _____

_____ _____
**Signature of Patient or Legal Representative** **Date Signed**

_____ _____
Print Patient Name Print Name of Legal Representative and Relationship to the Patient