Information to Help You Fill Out the "Medicare Authorization to Disclose Personal Health Information" Form

Please use this step by step instruction sheet when completing your "Medicare Authorization to Disclose Personal Health Information" Form. Be sure to complete all sections of the form to ensure timely processing.

1. Print the name of the person with Medicare.

   Print the Medicare number exactly as it is shown on the red, white, and blue Medicare card, including any letters (for example, 123456789A).

   Print the birthday in month, day, and year (mm/dd/yyyy) of the person with Medicare.

2. This section tells Medicare what personal health information to give out. Please check a box in 2a to indicate how much information Medicare can disclose. If you only want Medicare to give out limited information (for example, Medicare eligibility), also check the box (es) in 2b that apply to the type of information you want Medicare to give out.

3. This section tells Medicare when to start and/or when to stop giving out your personal health information. Check the first box if you don't' want to limit the time frame for which Medicare can give out your information, or check the second box and fill in dates if you want Medicare to only give out information for specific time.

4. Medicare will give your personal health information to the person(s) or organization(s) you fill in here. You may fill in more than one person or organization. If you designate an organization, you must also identify one or more individuals in that organization to whom Medicare may disclose your personal health information.

5. The person with Medicare or his/her personal representative must sign their name, fill in the date, and provide the phone number and address of the beneficiary.

   If you are a personal representative of the person with Medicare, check the box and also provide your address and phone number. Attach a copy of the paperwork that shows you can act for that person (for example, Power of Attorney).

6. Send your completed, signed authorization to Medicare at the address shown here on your authorization form.

7. If, in the future, you change your mind and don't want Medicare to give out your personal health information, write to the address shown under number six on the authorization form and tell Medicare. Your letter will revoke your authorization and Medicare will no longer give out your personal health information (except for the personal health information Medicare has already given out based on your permission).

You should make a copy of your signed authorization for your records before mailing it to Medicare.

Medicare Authorization to Disclose Personal Health Information

Use this form to ask Medicare to give out (disclose) your personal health information.

1. **Print Name** (Beneficiary's first and last name) _____ **Medicare Number** (Exactly as shown on the Medicare Card) _____ **Date of Birth** (mm/dd/yyyy) _____

2. Medicare will only disclose the personal health information you want disclosed.

2A: **Check only <u>one</u> box below to tell Medicare the specific personal health information you want disclosed:**

- ☐ Any Information (go to question 3)
- ☐ Limited Information (go to question 2b)

2B: **Complete <u>only</u> if you selected "limited information". Check all that apply:**

- ☐ Information about your Medicare eligibility
- ☐ Information about your Medicare claims
- ☐ Information about plan enrollment (e.g. drug or MA Plan)
- ☐ Information about premium payments
- ☐ Other Specific Information (please write below; for example, payment information)

_____

3. **Check only <u>one</u> box below indicating how long Medicare can use this authorization to disclose your personal health information** (subject to applicable

law—for example, your State may limit how long Medicare may give out your personal health information):

- ☐ Disclose my personal health information indefinitely.
- ☐ Disclose my personal health information for a specified period only beginning: (mm/dd/yyyy) _____ and ending: (mm/dd/yyyy) _____

3. Fill in the name and address of the person(s) or organization(s) to whom you want Medicare to disclose your personal health information. Please provide the specific name of the person(s) for any organization you list below:

1. Name: _____
   Address: _____
   _____
2. Name: _____
   Address: _____
   _____
3. Name: _____
   Address: _____
   _____

5. I authorize Medicare to disclose my personal health information listed above to the person(s) or organization(s) I have named on this form. I understand that my personal health information may be re-disclosed by the person(s) or organization(s) and may no longer be protected by law.

_____ _____ _____
Signature Telephone Number Date (mm/dd/yyyy)

Print the Beneficiary's Address (Street Address, City, State, and ZIP)

_____

_____

- Check here if you are signing as a personal representative and complete below. Please attach the appropriate documentation (for example, Power of Attorney). This only applies if someone other than the person with Medicare signed above.

Print the Personal Representative's Address (Street Address, City, State, and ZIP)

_____

_____

6. **Send the completed, signed authorization to**:

Medicare Beneficiary Contact Center
PO Box 39
Lawrence, KS 66044

7. **Note:**

You have the right to take back ("revoke") your authorization at any time, in writing, except to the extent that Medicare has already acted based on your permission. If you would like to revoke your authorization, send a written request to the address shown above.

Your authorization or refusal to authorize disclosure of your personal health information will have no effect on your enrollment, eligibility for benefits, or the amount Medicare pays for the health services you receive.