

Dear Patient,

Enclosed is an AUTHORIZATION FOR THE RELEASE OF DENTAL RECORDS (Protected Health Information).

Please complete the form and return it by mail to:

Westwood:

UCLA Dental Clinics
Custodian of Records
10833 Le Conte Ave.
CHS 10-138, School of Dentistry
Los Angeles, CA 90095
Phone: (310) 825-3195
Fax: (310) 825-7620

Venice:

Venice Dental Center
323 S Lincoln Boulevard
Venice, CA 90291
Phone: (310) 392-4103
Fax: (310) 392-8513

There is a nominal fee for copies of your written records. If you're requesting radiographs there is an additional fee per copy.

Please make your check payable to **The Regents of the University of California**. You may also make a credit card payment over the phone. Please be advised that records can take up to **7-10 business days** to prepare.

Yours sincerely,

UCLA Dental Clinics
Custodian of Records

**AUTHORIZATION FOR RELEASE AND DISCLOSURE
OF PATIENT DENTAL RECORDS**

I request and authorize the UCLA Dental Clinics to release and disclose the patient health records of _____ as follows (please check option that applies):

Send a physical copy of the patient records and/or radiographs by mail to the person/entity and address listed below:

Name Patient's Date of Birth

Mailing Address

Disclose my patient health information to:

Name: _____ Relationship: _____

Notify me by telephone at _____ when a physical copy of the patient records and/or radiographs is ready to be picked up

NATURE OF THE INFORMATION TO BE RELEASED

I request and authorize the UCLA Dental Clinics to release and disclose the following patient records (please check all that apply):

<i>Full Information</i>	<i>Partial Records</i>	<i>Partial Radiographs</i>
<input type="checkbox"/> All dental records	<input type="checkbox"/> Treatment Plan Only	<input type="checkbox"/> Full-Mouth Set
<input type="checkbox"/> All radiographs	<input type="checkbox"/> Progress Notes Only	<input type="checkbox"/> Bitewings
	<input type="checkbox"/> Orthodontic Study Models	<input type="checkbox"/> Individual Periapical
	<input type="checkbox"/> Test/Lab Results	<input type="checkbox"/> Panoramic
	<input type="checkbox"/> Billing Records	<input type="checkbox"/> TMJ Views
		<input type="checkbox"/> PA Cephalometric
		<input type="checkbox"/> Lateral Cephalometric
		<input type="checkbox"/> Three-Dimensional Scans
<input type="checkbox"/> Other:		

TREATMENT PERIOD

I request that the patient records to be released cover the following time period (please check and enter dates):

<input type="checkbox"/> From _____ to _____
<input type="checkbox"/> All

SPECIFIC AUTHORIZATIONS

The following patient information will not be released unless you specifically authorize disclosure by checking the applicable box(es) below:

<input type="checkbox"/> I specifically authorize the release and disclosure of information pertaining to drug and alcohol abuse, diagnosis, or treatment. (42 C.F.R. §§ 2.34 and 2.35).
<input type="checkbox"/> I specifically authorize the release and disclosure of information pertaining to mental health diagnosis or treatment. (Welfare and Institutions Code §§ 5328, et seq.).
<input type="checkbox"/> I specifically authorize the release and disclosure of HIV/AIDS test results. (Health and Safety Code § 120980 (g)).
<input type="checkbox"/> I specifically authorize the release and disclosure of genetic testing information. (Health and Safety Code § 124980 (j)).

REVOCACTION OF AUTHORIZATION

The UCLA Dental Clinics usually process a request for release and disclosure of patient records within seven (7) business days of receiving this authorization. You may revoke this authorization at any time **before** the above request has been processed by sending written notice to:

Westwood:
General Clinic Director
UCLA Dental Clinics
Custodian of Records
10833 Le Conte Ave.
CHS 10-138, School of Dentistry
Los Angeles, CA 90095
Phone: (310) 825-3195
Fax: (310) 825-7620

Venice:
Venice Dental Center
323 S Lincoln Boulevard
Venice, CA 90291
Phone: (310) 392-4103
Fax: (310) 392-8513

The revocation will take effect upon receipt of your request by the UCLA Dental Clinics, except to the extent that the UCLA Dental Clinics have already relied on the authorization.

EXPIRATION OF AUTHORIZATION

Unless otherwise revoked, this authorization will expire on _____
(insert applicable date or event). If no date is indicated, this authorization will expire 12 months after the date
of signing this form.

Patient Signature

(Area Code) Phone Number

Patient Name

Date

OR

Patient's Representative Signature

Relationship

Patient's Representative Name

Date

If signed by Patient Representative, please check box in front of reason below.

Patient is a minor.

Patient is legally incompetent to sign.

Patient is unable to read English, but consent for Authorization for release of Patient Health
Records was translated verbally for the patient, and the patient has given his/her verbal consent.

Patient is physically incapable of signing, but has given his/her verbal consent.