

# UnitedHealthcare Student Resources

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Fax: 1-469-229-5510

06/16/21

Address: P.O. Box 809025, Dallas, TX 75380-9025

## PRI-FO-09 AUTHORIZATION FROM INDIVIDUAL

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Purpose: This form is used to confirm the direction of an individual that our Company use or disclose protected health information for a particular purpose. **PLEASE RETAIN A COPY FOR YOUR RECORDS.**

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### **SECTION A: Psychotherapy Notes.**

Check if this authorization is for psychotherapy notes.

**If this authorization is for psychotherapy notes, you must *not* use it as an authorization for any other type of protected health information. A separate authorization will need to be submitted for the use or disclosure of other types of protected health information.**

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### **SECTION B: Information about the Individual granting the authorization.**

I authorize the use and/or disclosure of my protected health information as described in Section C below. I understand this authorization is voluntary and made to confirm my direction.

I understand that, if the persons or organizations I authorize below to receive and/or use the protected health information described below are not health plans, covered health care providers or health care clearinghouses subject to federal health information privacy laws, they may further disclose the protected health information and it may no longer be protected by federal health information privacy laws.

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_ E-mail: \_\_\_\_\_

ID or Policy No.: \_\_\_\_\_ Social Security Number: \_\_\_\_\_

### **SECTION C: Information being authorized for use or disclosure.**

**Protected Health Information to Be Used and/or Disclosed:** Specifically and meaningfully describe the protected health information you are authorizing to be used and/or disclosed (if this authorization is for psychotherapy notes, no other type of protected health information may be listed on this authorization):

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**Entities Authorized to Receive and Use:** Name or specifically describe the persons and/or organizations (or the classes of persons and/or organizations) to whom you are authorizing our Company to disclose and/or let use the protected health information described above:

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## **SECTION D: Expiration and Revocation.**

Expiration: This authorization will expire (complete one):

- On \_\_\_/\_\_\_/\_\_\_\_\_ (Specific Date)
- On occurrence of the following event (which must relate to the individual or to the purpose of the use and/or disclosure being authorized):

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Right to Revoke: I understand that I may revoke this authorization at any time by giving written notice of my revocation to the Contact Office listed below. I understand that revocation of this authorization will *not* affect any action you took in reliance on this authorization before you received my written notice of revocation.

## **SIGNATURE OF INDIVIDUAL OR INDIVIDUAL'S PERSONAL REPRESENTATIVE.**

I, \_\_\_\_\_, have had full opportunity to read and consider the contents of this authorization, and I confirm that the contents are consistent with my direction to the Company. I understand that, by signing this form, I am confirming my authorization that the Company may use and/or disclose to the persons and/or organizations named in this form the protected health information described in this form.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

If this authorization is signed by a personal representative on behalf of the individual, please attach the documentation of personal representative designation and complete the following:

Personal Representative's Name: \_\_\_\_\_

Relationship to Individual: \_\_\_\_\_

## **IMPORTANT:**

**THIS AUTHORIZATION WILL NOT BE ACCEPTED AND IS NOT VALID UNLESS EACH SECTION IS COMPLETED.**

**PLEASE RETAIN A COPY OF THIS AUTHORIZATION FOR YOUR RECORDS.**

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## NON-DISCRIMINATION NOTICE

UnitedHealthcare Student Resources does not treat members differently because of sex, age, race, color, disability or national origin.

If you think you were treated unfairly because of your sex, age, race, color, disability or national origin, you can send a complaint to:

Civil Rights Coordinator  
United HealthCare Civil Rights Grievance  
P.O. Box 30608  
Salt Lake City, UTAH 84130  
[UHC\\_Civil\\_Rights@uhc.com](mailto:UHC_Civil_Rights@uhc.com)

You must send the written complaint within 60 days of when you found out about it. A decision will be sent to you within 30 days. If you disagree with the decision, you have 15 days to ask us to look at it again.

If you need help with your complaint, please call the toll-free member phone number listed on your health plan ID card, Monday through Friday, 8 a.m. to 8 p.m. ET.

You can also file a complaint with the U.S. Dept. of Health and Human Services.

**Online** <https://ocrportal.hhs.gov/ocr/portal/lobby.jsf>

Complaint forms are available at <http://www.hhs.gov/ocr/office/file/index.html>.

**Phone:** Toll-free **1-800-368-1019, 800-537-7697** (TDD)

**Mail:** U.S. Dept. of Health and Human Services, 200 Independence Avenue, SW  
Room 509F, HHH Building Washington, D.C. 20201

We also provide free services to help you communicate with us. Such as, letters in others languages or large print. Or, you can ask for free language services such as speaking with an interpreter. To ask for help, please call the toll-free member phone number listed on your health plan ID card or 1-866-260-2723, Monday through Friday, 8 a.m. to 8 p.m. ET.



