

**Communication of Health Information Authorization and Appointment Reminder**

I \_\_\_\_\_, \_\_\_\_\_ authorize  
Patient first name, last name, middle initial Date of birth

Moreland Ear, Nose & Throat and Professional Hearing Services to contact me via the following methods:

**Please check the appropriate boxes – checking a box gives us permission to leave health information (i.e. test results, prescription refills, appointment and billing information).**

Ways to Communicate Health Information	Leave message on answering machine:	Leave message with whoever answers telephone:
Home phone ( ) _____ - _____	<input type="checkbox"/>	<input type="checkbox"/>
Work Phone ( ) _____ - _____ Ext. _____	<input type="checkbox"/>	<input type="checkbox"/>
Cell phone ( ) _____ - _____	<input type="checkbox"/>	<input type="checkbox"/>
Email _____ <input type="checkbox"/> Approved	Letter <input type="checkbox"/> Approved	

**For INCOMING phone calls ONLY–**  
You may release information to the following:

Name	Relationship	Name	Relationship
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Unless otherwise requested, we may remind you of an upcoming appointment by letter, a telephone call, a message on your answering machine or voicemail, or a message with the person who answered your telephone. Appointment reminders will include the date and time of your appointment, the provider you are scheduled to see, and the medical center location. I understand that this will authorize the release of my information to the manner stated above. **I understand a written notification is necessary to cancel this request.**

\_\_\_\_\_  
Signature of patient or personal representative Relationship if not patient Date

Note: Personal representative means the parent, guardian or legal custodian of minor patient or adult patient. If you have Durable Power of Attorney, we will need documentation on file before release of information.

I am giving permission for Moreland Ear, Nose, & Throat and Professional Hearing Services to administer medical treatment to my minor child \_\_\_\_\_ without my presence.

This consent will remain in effect until further notice is given in writing.

\_\_\_\_\_  
Name Printed Signature Relationship Date