



## **MEMBER CONSENT FOR RELEASE OF PROTECTED HEALTH INFORMATION (PHI)**

Use this form if you want to allow someone to see or receive your protected health information.

**NOTE:** This form does not allow someone to make changes to your information, request services or file an appeal or grievance. If you want someone to help you request a service or file an appeal/grievance, you must complete a Neighborhood Authorized Representative for Appeals form or include a legal document such as a Power of Attorney, Guardianship or Executorship.

### **INSTRUCTIONS**

- Section A:** Fill in the members name, address, phone number and Neighborhood ID number.
- Section B:** If you are a member's Personal Representative, please add your name here and attach the proper document (for example, a signed Power of Attorney).
- Section C:** Select the Neighborhood information to share – you can choose all information or just some of it. If none of the “highly protected” information subjects are checked, they will not be shared.
- Section D:** Fill in the person or place that you want to share information with. Please note: you do not need to complete a form if you want to share information with Neighborhood or a Neighborhood provider.
- Section E:** Please choose if you want to share your information for a limited amount of time or for the entire time that you are with Neighborhood. You can cancel this authorization at any time by writing to Neighborhood at the address below (Neighborhood policy #000059).
- Section F:** You or your Personal Representative **MUST** sign this document.
- Please return this form to:** Neighborhood Health Plan of Rhode Island  
Attn: Compliance Department  
910 Douglas Pike, Smithfield, RI 02917

**If you need help with this form please contact  
Neighborhood Member Services:**

Medicaid Plans: 1-800-459-6019 (TTY 711)

Neighborhood INTEGRITY (Medicare-Medicaid Plan): 1-844-812-6896 (TTY 711)

Commercial Plans: 1-855-321-9244 (TTY 711)

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**SECTION A: MEMBER INFORMATION**

This form can only be used for one member. Please submit a separate form for each member.

NAME		DAYTIME PHONE NUMBER	
ADDRESS			
CITY	STATE	ZIP	MEMBER ID#

**SECTION B: PERSONAL REPRESENTATIVE**

If you are not the member, please print your name below and then check the box that describes your relationship to the member. **Please attach proof of your relationship to the member (ex. power of attorney, guardianship, etc.).**

Print name of personal representative: \_\_\_\_\_

- Legal guardian:** Attach guardianship documentation, which must have a court's stamp and signature.
- Power of attorney:** Attach power of attorney (must include authorization of the release of health care information)
- Executor:** Attach letter of appointment of executorship, which must have a court's stamp and signature.

**SECTION C: INFORMATION TO BE SHARED** (check one)

- All information (including personal, health, address, claims, billing and medical records)
- Only limited information (such as for specific medical service, dates or billing details)

(describe) \_\_\_\_\_

Please check below if you would also like to include any of the following which is highly protected:

- Substance use records (including alcoholism)
- AIDS or HIV treatment records
- Mental health services (does not include psychotherapy notes)

**SECTION D: PERSON OR ORGANIZATION THAT MAY RECEIVE YOUR INFORMATION**

NOTE: Information shared with a person/organization that is not legally required to obey privacy laws is no longer protected.

Print first and last name of the person OR the most detailed name possible for an organization (for example, the name of a law office). Include the reason why you want to share your information such as "assisting in care."

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PERSON/ORGANIZATION AUTHORIZED TO RECEIVE YOUR  
INFORMATION

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PURPOSE



**SECTION E: EXPIRATION**

This form will expire (check one box only):

- On this date (month, day and year): \_\_\_\_\_
- When cancelled or upon my death.

**SECTION F: SIGNATURE**

I allow the use and sharing of my protected health information as described above at my request. I understand that treatment, payment, enrollment or eligibility for benefits does not depend on whether I sign this form.

\_\_\_\_\_

*MEMBER/PERSONAL REPRESENTATIVE SIGNATURE* *DATE*

**- MAKE A COPY OF THIS SIGNED FORM FOR YOUR RECORDS -**

Neighborhood Health Plan of Rhode Island is a health plan that contracts with both Medicare and Rhode Island Medicaid to provide the benefits of both programs to enrollees.

ATTENTION: If you speak English, language assistance services, free of charge, are available to you. Call Member Services at 1-844-812-6896 (TTY 711), 8 am to 8 pm, Monday – Friday; 8 am to 12 pm on Saturday. On Saturday afternoons, Sundays and holidays, you may be asked to leave a message. Your call will be returned within the next business day. The call is free.

ATENCIÓN: Si usted habla Español, servicios de asistencia con el idioma, de forma gratuita, están disponibles para usted. Llame a Servicios a los Miembros al 1-844-812-6896 (TTY 711), de 8 am a 8 pm, de lunes a viernes, de 8 am a 12 pm los Sábados. En las tardes de los Sábados, domingos y feriados, se le pedirá que deje un mensaje. Su llamada será devuelta dentro del siguiente día hábil. La llamada es gratuita.

ATENÇÃO: Se fala português, estão disponíveis serviços de assistência linguística gratuitamente. Ligue para os Serviços dos Membros através do número 1-844-812-6896 (TTY 711), das 8h às 20h, de segunda a sexta-feira; e das 8h às 12h, ao sábado, domingos e feriados. Nas tardes de sábado, domingos e feriados, pode ser convidado a deixar uma mensagem. A sua chamada será devolvida no dia útil seguinte. A chamada é gratuita.

សូមយកចិត្តទុកដាក់៖ ប្រសិនបើអ្នកនិយាយភាសាខ្មែរ មានសេវាកម្មជំនួយផ្នែកភាសា  
ដោយមិនគិតថ្លៃសម្រាប់អ្នក។ សូមទូរស័ព្ទទៅសេវាសមាជិកតាមរយៈលេខ 1-844-812-6896 (TTY 711)  
ចាប់ពីម៉ោង 8 ព្រឹកដល់ 8 យប់ថ្ងៃចន្ទ - សុក្រ ម៉ោង 8 ព្រឹកដល់ 12 យប់នៅថ្ងៃសៅរ៍។  
នៅរៀងរាល់រសៀលថ្ងៃសៅរ៍ ថ្ងៃអាទិត្យ និងថ្ងៃឈប់សម្រាក អ្នកអាចត្រូវបានស្នើសុំឱ្យទុកសារ។  
ការហៅរបស់អ្នកនឹងត្រូវបានគេហៅត្រឡប់មកវិញក្នុងថ្ងៃធ្វើការបន្ទាប់។ ការទូរស័ព្ទគឺឥតគិតថ្លៃ។