



Student Health Services  
Valdosta State University  
Valdosta, GA 31698

## **Instructions & Information on Records Release form** (Please read first)

Student Health requires the student(patient) to complete and submit an *AUTHORIZATION TO USE OR DISCLOSE HEALTH INFORMATION PURSUANT TO HEALTH INSURANCE PORTABILITY AND ACCOUNTABILITY ACT OF 1996 (HIPAA)* form. The form must be notarized. If you complete the form and return it to us, we will be happy to respond to your request, including request to release information to your parent(s).

Medical records are saved for ten (10) years after the date of your last visit to Student Health. If you have never been seen by a Student Health provider while enrolled at VSU, your immunization records are kept for two (2) years from the date you enrolled after your departure from this university.

There are times when a student would just like a copy of their immunizations. If you are a current student at VSU, you can obtain a copy of your immunizations by using our online appointment system.

If you have any questions, call Medical Records at 229-219-3203.

\*Holds must be satisfied prior to releasing records.



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**AUTHORIZATION TO USE OR DISCLOSE HEALTH INFORMATION PURSUANT TO  
HEALTH INSURANCE PORTABILITY AND ACCOUNTABILITY ACT OF 1996 (HIPAA)**

\_\_\_\_\_ **Date of Birth:** \_\_\_\_\_

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

**City/State/Zip Code:** \_\_\_\_\_

**Student ID:** \_\_\_\_\_ **Gender:** \_\_\_\_\_ ( ) \_\_\_\_\_

**Date of Request:** \_\_\_\_\_ **Date Needed:** \_\_\_\_\_

**I authorize:** \_\_\_\_\_  
Name of person and/or facility that has information

\_\_\_\_\_   
Street Address, City, State, Zip Code

\_\_\_\_\_   
Fax #

**To release health information to:**

\_\_\_\_\_   
Specify name/title of person and/or facility to receive health information

\_\_\_\_\_   
Street Address, City, State, Zip Code

\_\_\_\_\_   
Fax #

**TYPE OF RECORDS REQUESTED:**

**Entire Record**

**Immunization Record**

**Lab Results**(Please list test(s)/date(s) \_\_\_\_\_)

**X-Ray & imaging reports** (Please list test(s)/date(s) \_\_\_\_\_)

**Last visit** Please state date of service(s) \_\_\_\_\_

**Medication Bill summary** from \_\_\_\_\_ to \_\_\_\_\_

**Other** (Please specify date(s) of service or specific information) \_\_\_\_\_

I understand that the information in my health record may include information relating to sexually transmitted disease, acquired immunodeficiency syndrome (AIDS), or human immunodeficiency virus (HIV). It may also include information about behavioral or mental health services and treatment for alcohol and drug abuse. I do NOT authorize Student Health Services to disclose any of the following information:

AIDS/HIV    Alcohol/Drug Abuse    Sexually Transmitted Disease    Behavioral/Mental Health

**The purpose of this release is for (check one or more)**

At the request of the patient/patient representative

Other (state reason)\_\_\_\_\_

I will pick up the copies myself (please allow 48 hours to process and please bring a Picture ID to pick up)

Please mail the copies to the address listed above.

**(Please complete back of form)**

**THIS AUTHORIZATION DOES NOT EXTEND TO RECORDS MAINTAINED BY THE COUNSELING CENTER.**

**I understand that treatment, payment, enrollment in a health plan, or eligibility for benefits is NOT conditioned on my signing this Authorization.** However, Student Health Services may condition the provision of health care for the purpose of disclosing to a third party protected health information specifically created for that third party, or for participating in research related treatment upon my agreement to use and disclose this information.

By signing below, I