

SAMPLE HIPAA MEDICAL RECORDS RELEASE FORM
STAGE IV OVARIAN CANCER — TRANSFER OF CARE TO MD ANDERSON

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1 PATIENT INFORMATION

1 PATIENT DETAILS

NAME

Miriam L. Osei

DOB

07/28/1956

AGE / SEX

69 / Female

MRN / PATIENT ID

ADIME-2026-0614

PHONE NUMBER

(713) 555-0294

EMAIL ADDRESS

miriam.osei@email.com

ADDRESS

8841 Westbrook Lane, Houston, TX 77056

PA PURPOSE OF AUTHORIZATION

2 REASON FOR RELEASE

Mrs. Miriam Osei is a 69-year-old female with Stage IV platinum-resistant high-grade serous ovarian cancer currently under the care of Dr. Priya Kapoor, MD (Medical Oncology, Memorial Regional Medical Center). She has been referred for a second opinion consultation and potential enrollment in a clinical trial at The University of Texas MD Anderson Cancer Center, Houston, TX. This authorization permits release of her complete relevant medical records from Memorial Regional to the MD Anderson oncology team (Dr. Renata Vasquez, MD — Gynecologic Oncology) to facilitate: (1) second opinion consultation; (2) evaluation for clinical trial eligibility (NCT-2025-OVAR-083 — PARP inhibitor combination trial); and (3) potential transfer of primary oncologic care if the patient and family elect to transition. This is a patient-initiated authorization. Mrs. Osei's daughter, Abena Osei (primary caregiver and healthcare proxy), is co-present and has been educated on the authorization process.

ER ENTITY AUTHORIZED TO RELEASE RECORDS

3 RELEASING ENTITY

NAME OF FACILITY / PROVIDER

Memorial Regional Medical Center — Department of
Medical Oncology and Medical Records

ADDRESS

4400 Memorial Medical Drive, Houston, TX 77030

PHONE

(713) 555-1000 ext. 8841 — Medical Records
Department

FAX

(713) 555-1002 — HIPAA-secured fax

EMAIL / RECORDS DEPARTMENT CONTACT

records@memorialregional.org — secure portal; reference patient MRN ADIME-2026-0614

4 RECIPIENT

RECIPIENT NAME / ORGANIZATION

Dr. Renata Vasquez, MD, FACOG — Gynecologic Oncology; The University of Texas MD Anderson Cancer Center

PHONE

(713) 555-4400 — MD Anderson Gynecologic Oncology Clinic

EMAIL

gyn.onc.records@mdanderson.org — secure health information transfer portal

ADDRESS

1515 Holcombe Blvd, Unit 1362, Houston, TX 77030 — Gynecologic Oncology, Clinical Center

FAX

(713) 555-4402 — HIPAA-secured oncology records fax

RELATIONSHIP TO PATIENT

New consulting oncologist — second opinion referral and potential clinical trial enrollment

5 RECORDS AUTHORIZED FOR RELEASE

The following categories are authorized for release. Mrs. Osei specifically authorizes ALL of the following to be transmitted to MD Anderson:

1. **Complete oncologic records:** All medical oncology progress notes (Dr. Priya Kapoor) from January 2024 through present; all gynecologic oncology notes and surgical reports (initial debulking 02/2024; secondary cytoreduction attempt 09/2024).
2. **Pathology and molecular testing:** All pathology reports including the original ovarian cancer diagnosis (01/2024), surgical pathology (02/2024 and 09/2024), and molecular/genomic testing (BRCA1/BRCA2, HRD assay, FoundationOne CDx report).
3. **Imaging:** All CT scans of chest, abdomen, and pelvis from 01/2024 through present (including DICOM files if available), PET/CT scans, all MRI reports, and radiology interpretations.
4. **Laboratory results:** Complete laboratory history including CBC, CMP, CA-125 trends, tumor markers, renal/hepatic function, and chemotherapy-related labs.
5. **Chemotherapy records:** Complete medication administration records (MAR) for carboplatin/paclitaxel cycles 1–2 (2024), bevacizumab maintenance (2024–2025), and current carboplatin/paclitaxel Cycle 3 (05/2026), with dose modifications, delays, and toxicity documentation.
6. **Nutrition consultation:** ADIME nutrition note (05/06/2026, Angela K. Torres, RDN, CNSC).
7. **Inpatient hospital records:** Admission records for the current hospitalization 05/03–05/07/2026 (Cycle 3 administration and toxicity management).
8. **Medication list:** Complete current medication reconciliation including prescriptions, OTC medications, and supplements.

Excluded: Psychotherapy notes (none on file); substance use disorder treatment records (none applicable); HIV/AIDS information (none applicable). Genetic testing information is INCLUDED above (BRCA testing is directly relevant to oncologic care and trial eligibility).

6 SCOPE, PURPOSE & DELIVERY

6a DATE RANGE

ALL records from January 1, 2024 (date of initial ovarian cancer diagnosis) through the date of this authorization (05/07/2026) — the entire oncologic treatment history since diagnosis. Any records generated after this authorization and prior to the MD Anderson consultation (scheduled 05/22/2026) should also be included upon request by MD Anderson.

6b PURPOSE OF DISCLOSURE

Second opinion oncology consultation; evaluation for clinical trial eligibility (NCT-2025-OVAR-083); potential transfer of primary oncologic care to MD Anderson if the patient elects to transition. Patient-initiated.

6c METHOD OF RELEASE

Preferred: Electronic transfer via secure health information exchange (HIE) or direct secure email to MD Anderson Medical Records (gyn.onc.records@mdanderson.org). If HIE is not available, HIPAA-secured fax to (713) 555-4402. DICOM files (CT, PET/CT, MRI): provide Memorial Regional PACS access credentials for direct download by MD Anderson radiology, OR burn to encrypted CD/USB if electronic transfer is not feasible. Paper copy as last resort only. Patient requests no physical copy for herself at this time. Urgency: STANDARD — consultation 05/22/2026; records requested by 05/15/2026 for pre-consultation review.

7 AUTHORIZATION TERMS

- **Expiration date:** May 22, 2027 (one year from date signed), or upon completion of the clinical trial evaluation and transfer of care, whichever comes first. May also be considered expired upon written revocation by Mrs. Osei or her authorized healthcare proxy.
- **Right to revoke:** Mrs. Osei (or her proxy Abena Osei) may revoke in writing at any time, except to the extent Memorial Regional has already acted upon it. To revoke, submit written notice to: HIPAA Privacy Officer, Memorial Regional Medical Center, 4400 Memorial Medical Drive, Houston, TX 77030, or fax (713) 555-1003.
- **Redisclosure notice:** Once transmitted to MD Anderson, records may be used and redisclosed by MD Anderson per its own HIPAA Privacy Practices. If further disclosed to a clinical trial sponsor (e.g., the pharmaceutical company administering NCT-2025-OVAR-083), those records may no longer be protected by HIPAA. Mrs. Osei and her daughter verbalized understanding.
- **Fee notice:** Memorial Regional may charge a reasonable cost-based fee for record preparation and transmission. Mrs. Osei requests the records department contact her daughter Abena (713-555-0881) regarding any fees prior to release. No fee barrier should delay this time-sensitive oncology consultation.
- **Patient rights:** Signing is voluntary. Treatment, payment, enrollment, and eligibility for benefits are NOT conditioned on signing. She may request a copy of this signed form and may revoke at any time in writing.

SG

PATIENT / LEGAL REPRESENTATIVE SIGNATURE

8 SIGNATURES

PATIENT SIGNATURE

[Signed — Miriam L. Osei]

DATE

05/07/2026

PRINTED NAME

Miriam L. Osei

TIME

10:15 AM

8a HEALTHCARE PROXY / LEGAL REPRESENTATIVE

Representative Abena Osei (daughter). Legal authority: Healthcare Proxy — Durable Power of Attorney for Healthcare (on file, executed 03/2025). Co-signing for awareness as healthcare proxy and caregiver, NOT as substitute decision-maker — the patient has capacity and signed above.

REPRESENTATIVE PRINTED NAME

Abena Osei

RELATIONSHIP / DPOA STATUS

Healthcare Proxy (DPOA-HC on file)

PHONE NUMBER

(713) 555-0881

DATE / TIME

05/07/2026 / 10:15 AM

WS

WITNESS / STAFF VERIFICATION

9 WITNESS

WITNESS / STAFF NAME

Carla N. Thomas, RHIA — Health Information Manager,
Memorial Regional

ROLE

Medical Records / HIPAA Privacy Officer designee

IDENTITY VERIFIED

YES — State-issued photo ID (Texas Driver's License)
reviewed and confirmed

DATE / TIME

05/07/2026 / 10:18 AM

FO

FACILITY USE ONLY

10 INTERNAL PROCESSING

REQUEST RECEIVED DATE

05/07/2026

REQUEST PROCESSED BY

Carla N. Thomas, RHIA

IDENTITY VERIFIED

YES — Texas DL verified

LEGAL AUTHORITY VERIFIED

YES — DPOA-HC on file (co-signer Abena Osei)

RECORDS RELEASED

Medical oncology notes 01/2024–05/07/2026; all pathology and molecular testing; all imaging (CT, PET/CT, MRI) with DICOM transfer; complete labs; full MAR chemotherapy records; ADIME nutrition note; Cycle 3 admission records; current medication list

DATE RELEASED

05/14/2026 (target — within 7 business days)

METHOD OF RELEASE

Secure HIE electronic transfer to MD Anderson Medical

Records portal; DICOM files via PACS access
credentials

TRACKING / CONFIRMATION NUMBER

MR-2026-OSEI-0507-001

NOTES

Expedited processing requested given the 05/22/2026 oncology consultation. Records department confirmed electronic transfer setup with MD Anderson on 05/07/2026. Copy fees waived given clinical trial time-sensitivity per Medical Records Director approval.

PATIENT / HEALTHCARE PROXY

PATIENT / HEALTHCARE PROXY	CREDENTIALS	SPECIALTY	DATE	TIME
Miriam L. Osei / Abena Osei	Patient / DPOA-HC	Oncology Patient	05/07/2026	10:15 AM