

Human Dynamics & Diagnostics, LLC

2267 Teton Plaza, Idaho Falls, ID 83404
Phone: 208-522-0140 Fax: 208-524-7335

DESIGNATION OF PERSONAL REPRESENTATIVE Human Dynamics and Diagnostics LLC

WHY IS THIS FORM NECESSARY?

Under the Health Insurance Portability and Accountability Act of 1996 ("HIPAA"), you have a right to authorize another individual and/or entity to act on your behalf as a personal representative to manage your health care affairs, specifically when it comes to the use and access of Protected Health Information (PHI). Please complete this form completely so that we may provide you with the correct information you are requesting.

Member Name: _____

Date of Birth: _____

Address: _____

Phone Number: _____

1. Designation of Personal Representative. At my request, I hereby name the following individual as my personal representative and authorize my PHI be released to him/her:

Name: _____

Relationship to Member: _____

2. Release of PHI. I authorize the following disclosures of my PHI to the individual listed above:

My entire PHI

Claims and Explanation of Benefits (EOB) Information

Enrollment and Benefits Information

Premium Payment Information

Any Documents Related to an Appeal

Mental Health & Substance Abuse Information

All services for a specific date from

(start date): _____ TO (end date): _____

Other (please list specific PHI): _____

3. Reason for Release. The information may be released for the following reason(s) ("at the request of the requestor" is a sufficient description): _____

4. Expiration of Request. This request will expire when I am no longer an eligible member of my current health coverage, unless I specify the following:

Date: _____ OR After specific event (i.e., surgery, end of pregnancy, etc.) _____

5. Revocation/Cancellation of Designation. I understand that I may revoke this request and/or cancel the designation at any time by notifying Human Dynamics in writing. I understand and acknowledge that revocations/cancellations of this designation shall not apply to information that has already been released or affect actions taken by Human Dynamics prior to this request.

6. Rights. I understand and acknowledge this designation is voluntary and I may refuse to sign this designation. The Plan shall not condition treatment, payment, enrollment or eligibility for benefits upon receipt of this authorization.

7. Denial of Request. I understand and acknowledge **MY DESIGNATION OF A PERSONAL REPRESENTATIVE MAY BE DECLINED IF:** (1) the information I provide is not accurate; (2) this form is not completed in its entirety; and/or (3) I do not sign below. If Human Dynamics denies the request, it will provide me with a written explanation of the reason(s).

8. Acknowledgement. By signing below, I hereby designate the above named individual to act on my behalf in making health care and health care payment related decisions through Human Dynamics. The individual I name as my personal representative may be a family member, friend, attorney or unrelated party and will have access to my PHI, including diagnoses, medical procedures, medications, treating providers and information such as my date of birth and address. If Human Dynamics accepts this request, it will abide by the request from the date upon which Human Dynamics approves the request. The information described on this form is protected by law and shall only be used as indicated above, and shall not be re-used and/or re-disclosed by Human Dynamics without my further authorization, unless otherwise required and/or permitted by law. However, I also understand and acknowledge that the potential for the information disclosed pursuant to this designation may be subject to re-use and/or re-disclosure by the recipient and may no longer be protected by Federal privacy regulations. I understand and acknowledge this request shall not apply to information that has already been released or affect actions taken by Human Dynamics & Diagnostics prior to this request. I further understand and acknowledge that Human Dynamics & Diagnostics is not responsible for any action taken by any authorized recipient for the information released pursuant to this designation. The information described on this form is protected by law and shall only be amended as indicated above, unless otherwise required and/or permitted by law.

Signature: _____ Date: _____

If you are signing as a personal representative, complete the section below. A parent/legal guardian must sign below for a minor under the age of eighteen (18). You may be required to provide additional documentation to show that you have a legal right to request the information, unless you have completed a Designation of Personal Representative signed by the Member naming you as a personal representative. Examples of these documents include Letters of Representation or Guardianship Papers.

Signature of Personal Representative: _____

Print Name: _____ Date: _____

Relationship: Parent/Legal Guardian Personal Representative Other:

TO BE COMPLETED BY [Insert Company Name]

Request is Approved. Effective Date: _____

Request is Denied. Reason: _____

Additional Comments: _____

Human Dynamics Representative Signature: _____