



# PERMISSION FOR ONE-TIME DISCLOSURE OF INFORMATION

## A. MEMBER INFORMATION

Use this form to grant Blue Cross and Blue Shield of Massachusetts (Blue Cross) permission to make a single disclosure of specific information to a specific person when that disclosure is not otherwise allowed by law. Use of this form does not provide the recipient with unlimited access to the member's Information, nor does it authorize the recipient to represent the member in health care issues. If you wish to designate an authorized representative to represent you in a health care issue, please use the Member's Designation of an Authorized Representative Form. If you want to identify a legal representative, then use the Documentation of Legal Representative Status Form.

The member named below should be the person signing this authorization and requesting the release of information. If the member is a minor, a parent or legal guardian must sign. If the member is unable to sign for any other reason, a legal representative must sign the authorization and submit documentation to verify the authority to sign.

Member's name: \_\_\_\_\_

Member's ID#: \_\_\_\_\_ Member's date of birth: \_\_\_\_\_

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

Phone number: \_\_\_\_\_

## B. INFORMATION TO BE DISCLOSED TO THIRD PARTY

**All my claims information.** This may include a diagnosis (name of illness or condition), procedure (type of treatment), names of doctors and other health care providers. **This does not include sensitive information (see below), unless expressly approved below.**

I authorize Blue Cross to disclose the following **limited information, excluding sensitive information (unless expressly approved below):** (check all boxes that apply and indicate time frame)

- |  |  |  |
|--|--|--|
| <input type="checkbox"/> Appeals                       | <input type="checkbox"/> Benefits and coverage | <input type="checkbox"/> Billing                 |
| <input type="checkbox"/> Claims and payment            | <input type="checkbox"/> Dental                | <input type="checkbox"/> Diagnosis and procedure |
| <input type="checkbox"/> Eligibility and enrollment    | <input type="checkbox"/> Medical records       | <input type="checkbox"/> Pharmacy                |
| <input type="checkbox"/> Other (please describe) _____ |  |  |

**Sensitive information.** I approve the disclosure of the following types of sensitive information by Blue Cross: (check all boxes that apply and indicate timeframe)

- |                                      |  |  |
|--------------------------------------|--|--|
| <input type="checkbox"/> HIV or AIDS | <input type="checkbox"/> Mental or behavioral health | <input type="checkbox"/> Alcohol and substance use |
|--------------------------------------|--|--|

For the following timeframe (example: 01/09/20XX to 01/30/20XX) from: \_\_\_\_\_ to: \_\_\_\_\_

## C. NAME AND ADDRESS OF THIRD PARTY TO WHOM INFORMATION IS BEING DISCLOSED

Name of person or entity to receive information: \_\_\_\_\_

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

\_\_\_\_\_

## D. DATE YOUR AUTHORIZATION EXPIRES

This authorization expires once Blue Cross makes the disclosure requested above.

## D. MEMBER (OR LEGAL REPRESENTATIVE) SIGNATURE AND DATE

I have read the contents of this form. I agree and allow Blue Cross to disclose my information as I have requested above. I understand that Blue Cross does not require that I sign this form in order for me to receive treatment or payment, or for enrollment or eligibility benefits, except as may be permitted by the Health Insurance Portability and Accountability Act (HIPAA). I understand I am entitled to a copy of this form and agree that a photocopy is as valid as the original. I understand this designation is valid until I revoke it or it expires as described in Part D above. I may revoke this designation at any time by notifying Blue Cross in writing at the address provided below. I understand that a revocation will not apply to information that was already disclosed. I understand that once information has been disclosed according to these instructions, the HIPAA Privacy Rule and other privacy laws may no longer protect the information.

Signature: \_\_\_\_\_ Print name: \_\_\_\_\_

Today's date: \_\_\_\_\_

If not the member, please state your relationship to the member (for example, "parent") here: \_\_\_\_\_

Questions about this form should be directed to the Member Service department at the phone number listed on the front of your member ID card.

Mail or fax the completed form to:

- Blue Cross Blue Cross Blue Shield of Massachusetts  
Member Service Correspondence  
P.O. Box 9134  
N. Quincy, MA 02171-9134
- Fax: **1-617-246-3674**

***Please keep a copy of this form for your records.***

Blue Cross Blue Shield of Massachusetts complies with applicable federal civil rights laws and does not discriminate on the basis of race, color, national origin, age, disability, sex, sexual orientation or gender identity.

ATTENTION: If you don't speak English, language assistance services, free of charge, are available to you. Call Member Service at the number on your ID card (TTY: 711).

Spanish/Español: ATENCIÓN: Si habla español, tiene a su disposición servicios gratuitos de asistencia con el idioma. Llame al número de Servicio al Cliente que figura en su tarjeta de identificación (TTY: 711).

Portuguese/Português: ATENÇÃO: Se fala português, são-lhe disponibilizados gratuitamente serviços de assistência de idiomas. Telefone para os Serviços aos Membros, através do número no seu cartão ID (TTY: 711).