



Instructions for completion of the Small Group HIPAA Individual Authorization Form

Please complete the HIPAA Authorization form as indicated and return it to the address listed on the form. Incomplete forms will be returned. All fields are required. Only one member may be listed on the form. Address listed must match the address on file with Anthem Blue Cross and or Anthem Blue Cross Life and Health Insurance Company.

Complete ALL fields for identification of member who is signing the form.

Part A: Pre-populated field with Anthem Blue Cross.

Part B: Supply the full name and address of the person(s) or company to whom that information can be released. If you list a company, you do not need to list specific individual names.

Part C: You must check at least one item or as many as applicable. Be sure to complete the section about sensitive services and what you would like released. **Do not leave blank.**

Important Note: Psychotherapy records allow release of information from claims submitted by a mental health provider. To release psychotherapy notes, you must complete a separate authorization.

Part D: *Select one only.* If the member is not making this request, documentation that another entity has the authority to make this request must be included.

Part E: The expiration date will be the earliest of whichever choice is made. A new form will need to be completed upon expiration. The authorization is only good for one year, unless your contract ends earlier, and then the authorization expires on the date contract expires. Please do not include "the authorization ends in 10 years" for example, because by law it must expire within a year or when the contract ends.

Part F: The form must be signed and dated by the member or other entity. The date of the signature is the date the authorization starts. If you are a power of attorney for a member, we must have the valid power of attorney form, and we must approve it (meaning it meets all legal requirements for our state.) If the health care power of attorney does not meet the requirements, we cannot accept it by law and it will be returned.

If you have any questions, please contact us at: 1-800-627-8797