

**STONE & MARBLE MASONS OF METRO WASHINGTON  
HEALTH & WELFARE TRUST FUND**

**P.O. BOX 1302  
Troy, MI 48099**

**(410) 872-9500    Fax (410) 872-1275**

**AUTHORIZATION FORM  
(For Use or Disclosure of Protected Health Information)**

**PURPOSE OF THIS FORM**

In order for the Stone & Marble Masons of Metro Washington D.C Health & Welfare Trust Fund (“Fund”) to use or disclose your Protected Health Information to someone other than you, you must complete this Authorization Form and return it to the Fund.

Protected Health Information (“PHI”) is information that is created, received, transmitted or stored by the Fund which relates to your past, present, or future physical or mental health, health care, or payment for health care, and either identifies you or provides a reasonable basis for identifying you. Except as permitted by law, the Fund may not use or disclose PHI to persons other than those you specify on this form.

The Fund may request that you complete this form where the use or disclosure of information is necessary to carry out functions of the Fund. In addition, you may submit this form to the Fund because you want someone to request or receive your PHI from the Fund. This form is not needed if you are requesting your own PHI from the Fund. The Fund has a separate form for that type of request.

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Name of Member (Please Print)

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Social Security Number

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Name of Individual Requesting PHI (Please Print)

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Social Security Number

**PART I: Authorized Person(s)**

I authorize the Fund to disclose my protected health information (PHI) identified in Part II of this form to the following person: (please designate no more than one person and fill in his/her name and address)

- Spouse (Name/Address) \_\_\_\_\_
- Union Representative \_\_\_\_\_
- Attorney (Name/Address) \_\_\_\_\_
- Other Person (Name/Address) \_\_\_\_\_

**PART II: Description of the information to be used or disclosed**

I authorize the Fund to disclose my protected health information (PHI) (including written, electronic, or oral information) to the person identified in PART I of this form in connection with (mark all that apply): (If you want different people to have access to different information, you must fill out separate forms.)

- All claims information for benefits covered under the Plan (*optional*: from \_\_\_\_\_ to \_\_\_\_\_)
- Specific Medical, Dental, Vision, or Other Claim for Health Benefits  
Provider: \_\_\_\_\_  
Date(s) of Service: \_\_\_\_\_
- All Medical Claims (*optional*): from \_\_\_\_\_ to \_\_\_\_\_)

All Dental Claims (*optional*): from \_\_\_\_\_ to \_\_\_\_\_)

All Vision Claims (*optional*): from \_\_\_\_\_ to \_\_\_\_\_)

All Mental Health Claims (*optional*): from \_\_\_\_\_ to \_\_\_\_\_)

Other (please be as specific as possible) \_\_\_\_\_

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#### **PART III: Purpose of use or disclosure**

The purpose(s) for which the individual(s) named in Part I of this Authorization Form may have access to my PHI is as follows: (mark all that apply):

<input type="checkbox"/> Health care claims or appeals	<input type="checkbox"/> Payment for health care	
<input type="checkbox"/> Coordination of benefits	<input type="checkbox"/> Health care claim status	<input type="checkbox"/> Coverage
<input type="checkbox"/> Eligibility in the Fund	<input type="checkbox"/> Premiums and copayments	<input type="checkbox"/> Preauthorization
<input type="checkbox"/> Subrogation and reimbursement	<input type="checkbox"/> Other purpose (explain): _____	
<input type="checkbox"/> I do not wish to state the purpose of the use or disclosure of PHI.		

#### **PART IV: Effective Period of the Form**

- This Authorization Form is valid for the period designated below:
  - For as long as I am eligible for benefits under the Plan;
  - Only until the information requested on this Form is provided to the individual identified on this form.
  - Until \_\_\_\_\_ (please provide a date or event);
  - Until I cancel it by submitting a Cancellation of Authorization Form.

You may also cancel this authorization at any time, no matter which option you select above, by submitting to the Fund Office a properly completed Cancellation of Authorization Form.

#### **PART V: Acknowledgment and Signature**

I understand that:

- **THE FUND WILL PROVIDE A COPY OF THIS SIGNED AUTHORIZATION TO ME.**
- **I HAVE THE RIGHT TO REFUSE TO SIGN THIS AUTHORIZATION FORM.**
- **I HAVE THE RIGHT TO REVOKE THIS FORM AT ANY TIME BY SUBMITTING A CANCELLATION OF AUTHORIZATION FORM TO THE FUND.**
- **CANCELLATION WILL TAKE EFFECT AS OF THE CANCELLATION DATE OR EVENT, OR ONCE THE FUND RECEIVES THE CANCELLATION OF AUTHORIZATION FORM.**
- **THE PERSON I AM AUTHORIZING TO RECEIVE MY PHI MAY NOT BE REQUIRED TO TREAT THIS INFORMATION AS CONFIDENTIAL.**

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Your Signature (or Signature of Personal Representative\*)

Date \_\_\_\_\_

\*If you are acting as the Personal Representative of the individual whose PHI is to be disclosed, you must provide proof of your authority to act for that individual.