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| **MONTCALM CARE NETWORK PROCEDURE 611 North State Street, Stanton, MI 48888** |
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| SUBJECT: Disclosure of Recipient Records | Section: 8906A |
| Effective Date: February 23, 2005 | Revised Date: June 10, 2024 |

Before consumer records can be released to an individual or an agency requesting copies of consumer files, Montcalm Care Network (MCN) must have an original copy of a release authorization which includes the following:

1. Dated signatures of the consumer or legally authorized representative (parent or adoptive parent with legal custody, guardian of the person or other person authorized to represent the consumer by an order of a court) and witness;
2. The name of the consumer and other information sufficient enough to clearly identify the consumer (i.e., date of birth, social security number);
3. The name of the facility that is to make the disclosure;
4. The purpose and need for the disclosure;
5. The extent and nature of the disclosure and inclusive dates of records to be disclosed and an identification of the specific portions of the record to be disclosed by the individual or the individual's guardian or a parent of a minor;
6. A statement that the consumer or legally authorized representative understands that the consent is subject to revocation at any time and the specification of a date, event or condition upon which a release authorization could expire;
7. A statement that the consumer or legally authorized representative understands that the information being released may include diagnosis, prognosis, treatment of physical, mental and/or emotional illness, including treatment of psychiatric, alcohol chemical dependency, diagnosis, prognosis, testing, for and/or treatment of HIV, AIDS, Acquired Immunodeficiency Syndrome Related Complex (ARC);
8. The name of the person or facility to whom the information is to be released.

The release authorization will bereviewed by the Director of the Montcalm Care Network, or designee, to verify the presence and authenticity of the above information.

Only records or documents generated by Montcalm Care Network will be released. Records or documents contained in the file, but not generated by Montcalm Care Network, willnot be released.

Only records pertaining to the consumer identified on an approved release authorization will be released. Records containing information about more than one consumer will be released only if:

1. All consumers included in the file or the legally appointed representatives of these consumers authorize the release of the information, or
2. All references to consumers not included in the release authorization are excluded from the file prior to release.

There are no charges for consumers, other Community Mental Health agencies or healthcare providers requesting copies of records. For any non-healthcare provider, MCN will accept payment for copies as offered by the provider/requesting party (e.g., Social Security Administration pays $15.00 per request.)

No client related information will be transmitted outside of the facility via electronic mail (email) except as allowed under MCN policy and procedure #11936.