



Norma J. Vaillette LMHC

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Catalyst Counseling LLC

Request/Authorization to Release Confidential Records and Information

I hereby authorize: **Norma Vaillette LMHC**

to release information from records about _____,

born on _____, and whose Social Security number is _____,

for the following purpose(s):

- Further mental health evaluation, treatment, or care
- Continuity of care or services
- Treatment planning
- Research
- Consultation and Review
- Other: _____

These records concern the time between _____ and _____.

In the boxes below, the information **to be disclosed** is marked by an X, the items **not** to be released have a line drawn through them and, page numbers are indicated when appropriate. Written dates indicate when those records were mailed to the requester.

- Intake and discharge summaries (onset and end of treatment)
- Treatment Review Report only, no notes
- Letter of therapy session attendance
- Verbal contact only
- Verbal and written communication
- Progress notes, and treatment or closing summary (full file)
- Progress letter only
- Other: _____

HIV-related information and drug and alcohol information contained in these records will be released under this con-sent unless indicated here: Do not release HIV-related information Do not release drug and alcohol information.

Other instructions: _____

to (Person or facility): _____

Address:

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Phone: _____ Fax: _____

And

to (Person or facility): _____

Address:

Phone: _____ Fax: _____

I have had explained to me and fully understand this request/authorization to release records and information, including the nature of the records, their contents, and the likely consequences and implications of their release. This request is entirely voluntary on my part. I understand that I may take back this consent at any time within 90 days, except to the extent that action based on this consent has already been taken. This consent will expire automatically after one year from the date on which it is signed. or upon fulfillment of the purposes stated above.

Please forward the records to the address(es) written above.

Signature of client Printed name Date

Signature of parent/guardian/representative Printed name Relationship Date

I witnessed that the person understood the nature of this request/authorization and freely gave his or her consent, but was physically unable to provide a signature.

Signature of witness Printed name Date

Copy for patient or parent/guardian Copy for source of records Copy for recipient of records