

## **Instructions for Completion Verbal Release Authorization Form**

1. Patient completes the Verbal Release Form-#8112 when a patient is giving Christie Clinic authorization to discuss care, treatment or billing with a family member or caregiver.
2. The patient provides full name, date of birth, and phone number where they can be reached during business hours.
3. Identify the person or persons authorized to receive information about the patient, their relationship to the patient and their phone number.
4. Patient must read and initial each of the four paragraphs (#1 - #4).
5. The patient must sign and date the form.
6. The Christie employee accepting the form should sign and witness the form and verify patient's identification.
7. Completed form should be sent to Patty Laurent –HIS Dept or faxed to HIS at extension 1-1294.
8. Any questions regarding the completion of this form should be directed to HIS at extension 1-9656.