

RELEASE OF INFORMATION

The Hawaii State Council on Developmental Disabilities



What is a Release of Information?

A release of information is a document that lets you give permission for your personal information to be shared with someone else. It's a way for you to say, "It's okay for this person or organization to see my information."

Limitations to Keep in Mind

- You decide what information can be shared and who can see it. For example, you might only want certain parts of your medical or educational record shared.
- A release of information has an expiration date, so it does not last forever. You can also cancel (revoke) it at any time.
- The person or organization receiving the information must keep it private and use it only for the reason listed in the release.

What is it Used For?

Releases of information are used so that different people or organizations can work together to support you. For example:

- Doctors sharing health records with other healthcare providers.
- Schools sharing educational records with parents or support services.
- Case managers sharing plans with other service providers.

How to Get a Release of Information Form

- Contact your case manager or service provider to ask for a release of information form.
- Forms are often available online on the websites of hospitals, schools, or support agencies.
- If you need help filling it out, ask a trusted friend, family member, or service provider.

CONTACT

The Hawai'i State Council on Developmental Disabilities
Princess Victoria Kamamalu Building
1010 Richards Street, Room 122
Office Phone: (808) 586-810
Website: www.hiddcouncil.org/



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