

# Information About The Health Insurance Portability And Accountability (HIPAA) Consent Form

This FAQ helps explain the HIPAA consent form and why we are asking you to complete it.

## Why should I complete the HIPAA consent form?

Some Reasonable Accommodation Requests (RAR) need a review to decide if it will be approved. The Office of Reasonable Accommodations (ORA) reviews relevant information from your provider to make this determination. Signing the HIPAA consent lets ORA contact your provider when more information is needed to decide about your request. Signing it saves time in the review process.

## What information will be collected using this form?

ORA will only ask for information related to the Reasonable Accommodation (RA) that you asked for. Staff will not use the form to contact your provider to get any information unrelated to your request.

## How do I complete this form?

- You must fill out, sign, and date the HIPAA consent for it to be valid.
- The HIPAA consent is valid for one year from the date you sign it.
- If you are not able to sign the consent, an authorized representative can sign for you. If an authorized representative is signing for you, you must give us a document that proves their authority, such as a Power of Attorney or Guardianship Commission.

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# Information About The Health Insurance Portability And Accountability (HIPAA) Consent Form (Continued)

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## **What if I no longer want ORA to use this form to reach out to my provider?**

You can tell us to stop the use of the form at any time, but you must tell the shelter or facility director in writing.

**Note:** You don't need to sign this consent if you don't want our help getting information from your provider. Instead, you can get relevant information directly from your providers to hand in with your accommodation request.

## **What if I don't have any documentation?**

If you do not have any documentation to submit with the RAR(s), and you do not complete and sign the HIPAA form, your request may be denied because we did not have any supporting documents or information to review.

## **What if I have more questions about this form?**

DHS staff and shelter staff will answer any questions you have about the form and can help you fill it out in person.