

**Instructions for Release of Information  
for the University of Iowa Student Health Service**

- Please fill out the Release of Information form completely (each field on the form must be completed). Be certain you submit a complete address to send the copies to and be specific about what needs to be copied by checking the appropriate boxes.
- Please note there is a \$50.00 copying fee for insurance companies and lawyers. There is no fee when releasing records to the patient or a medical facility.
- If the patient is requesting release of psychiatry/mental health visit information, the patient's signature must be witnessed.
- If you do **NOT** wish to release substance abuse, mental health, or HIV related information, you **MUST** initial in the shaded area.
- Sign and date the bottom of the release.
- Send the original to Director of Medical Records, University of Iowa Student Health Service, 4189 Westlawn, Iowa City, IA 52242. A fax of the original will be accepted at 319-335-7247.
- If you have questions, please call 319-335-8371.
- Please allow 2-3 weeks to process and mail the request.

**SPECIAL NOTES REGARDING RELEASE TO/FROM  
UNIVERSITY EMPLOYEE HEALTH CLINIC**

- If you wish for the Student Health Service to release information to the University Employee Health Clinic (UEHC), you need to complete the Student Health Service Consent to Release Information form with UEHC listed as the institution to which you are releasing your Student Health Service medical record.
- If you wish to request your health records from UEHC to the Student Health Service, you should either 1) complete the Student Health Service Request to Obtain Information form, or 2) contact UEHC by calling 319-353-8653 and request their Release of Information form.