

# Authorization Form for Use and/or Disclosure of Protected Health Information

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This form authorizes WorldTrips to use and/or disclose your protected health information (“PHI”) to individuals you specify. For the purpose of this form, PHI shall be considered protected health information which is individually identifiable health information received from or maintained by WorldTrips. Without a completed and signed authorization form, Federal law prohibits the WorldTrips from releasing your PHI to your spouse, parent, adult children, or other family members or close personal friends unless you are present at the time of disclosure. **\*No benefits will be withheld from you if you refuse to sign this form.\***

## SECTION A: Individual Authorizing Use and/or Disclosure.

Insured Name: \_\_\_\_\_

Policy/Certificate Number: \_\_\_\_\_

## SECTION B: The Use and/or Disclosure Being Authorized.

*The information to be used and/or disclosed is:*

- Claim & payment data                       Eligibility and enrollment  
 Bills, requests for payment               Payments or coverage under the Policy / Certificate  
 Other (please specify) \_\_\_\_\_

*Purpose of this use and/or disclosure:*

- At my request  
 Other (please specify) \_\_\_\_\_

*Persons this information may be disclosed to:*

1. \_\_\_\_\_ Relationship to Insured \_\_\_\_\_
2. \_\_\_\_\_ Relationship to Insured \_\_\_\_\_
3. \_\_\_\_\_ Relationship to Insured \_\_\_\_\_
4. \_\_\_\_\_ Relationship to Insured \_\_\_\_\_

## SECTION C: Expiration.

This authorization will expire (complete one):

On \_\_\_\_/\_\_\_\_/\_\_\_\_ (month/day/year)

On occurrence of the following event (which must relate to the individual or to the purpose of the use and/or disclosure being authorized): \_\_\_\_\_

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**SECTION D: Important Information About Your Rights.**

I have read and understood the following statements about my rights:

- I may revoke this authorization at any time by notifying WorldTrips in writing, but the revocation will not have any effect on any actions that WorldTrips took before we received the revocation.
- I may see and copy the information described on this form if I ask for it.
- I am not required to sign this form to receive health care benefits to which I am otherwise entitled.
- The information that is used or disclosed pursuant to this authorization may be re-disclosed by the receiving entity and I understand that the information may no longer be protected by the Health Insurance Portability Accountability Act of 1996 (also known as HIPAA).

**POLICYHOLDER'S SIGNATURE**

I, having had the full opportunity to read and consider the contents of this authorization, hereby authorize WorldTrips to use and/or disclose my protected health information as indicated above.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

If this authorization is signed by a personal representative on behalf of the policyholder / certificate holder, complete the following:

Personal Representative's Name: \_\_\_\_\_

Relationship to Policyholder / Certificate Holder for Whom This Authorization Applies: \_\_\_\_\_

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***Note: If requested, you must provide valid and current proof of your legal relationship as a personal representative.***

**YOU ARE ENTITLED TO A COPY OF THIS AUTHORIZATION AFTER YOU SIGN IT.**

**A copy of this form may be used as if it were an original.**

**FORM SUBMISSION OPTIONS****Paper Form - Mail to:**

WorldTrips  
Box No. 2005  
Farmington Hills, MI 48333-2005

**Online Form – Go to:**

<https://service.worldtrips.com/>

**Email:**

service@worldtrips.com