

January 2, 2019

Ohio Department of Medicaid- Standard Authorization Form

- The General Assembly charged the Director of the Ohio Department of Medicaid (ODM) with the responsibility of developing a standard form for the use and disclosure of protected health information. While this form was developed by ODM, this form can be used in any situation that needs a HIPAA or 42 C.F.R. Part 2 compliant form.
- The Standard Authorization Form contains two separate forms. Form A is an authorization for release of information from covered entities under HIPAA. Form B is a consent for release of substance use disorder information from a “Part 2” program. A “Part 2” program includes practitioners or provider organizations that hold themselves out as providing, and provide, substance use disorder diagnosis, treatment or treatment referral. For more information see 42 CFR 2.11.
- It is important to note Form A does not need to be used when the exchange of information is for the purposes of treatment, payment, and healthcare operations under HIPAA. Most exchanges among healthcare providers and caregivers are for the purpose of treatment. Federal guidance defines “Treatment” as generally meaning the provision, coordination, or management of health care and related services among health care providers or by a health care provider with a third party, consultation between health care providers regarding a patient, or the referral of a patient from one health care provider to another. For more information see 45 CFR 164.506.
- Form A is not intended to be used as an individual’s right to access records under 45 CFR 164.524.
- The standard form is authorized under section 3798.10 of the Ohio Revised Code and promulgated under rule 5160-1-32.1 of the Ohio Administrative Code, Standard Authorization Form.
- The form is applicable to all covered entities in Ohio, and is not required to be used, but a properly executed form must be accepted by the receiving entity. **The requirement to accept a properly executed form is applicable within 30 days of January 3, 2019, the effective date of the rule.**
- The purpose of the rule is to improve care coordination for a patient across multiple providers by making it easier to share protected health information in a secure manner.
- An urgent need for a standard form was identified by the Attorney General’s Task Force on Criminal Justice and Mental Illness as well as ODM’s Behavioral Health Care Coordination initiative stakeholders. An earlier version of the form was pilot tested at three (3) criminal justice services sites in Ohio and was further modified based on feedback from those sites.

- The form and instructions were developed in close collaboration with the Attorney General’s Task Force as well as a range of stakeholders including consumer and family organizations, medical records administrators, hospitals, criminal justice service providers, behavioral health providers, health plans, and health information exchanges.
- The form complies with all current HIPAA privacy rule requirements and all requirements contained in 42 CFR Part 2, which cover certain substance use disorder treatment information.
- ODM and stakeholder organizations are planning an intensive education and dissemination effort once an effective date is determined so that all parties involved in the exchange of healthcare information are aware of the new form and have all the information needed to complete the form in a manner to ensure that healthcare information essential to care and treatment is obtained in a timely manner.
- The form and instructions can be accessed through the following direct links:
 - » Standard Authorization Form at <https://medicaid.ohio.gov/Portals/0/Resources/Publications/Forms/ODM10221fillx.pdf>
 - » Standard Authorization Form Instructions at <https://medicaid.ohio.gov/Portals/0/Resources/Publications/Forms/ODM10221i.pdf>
- Questions about the Standard Authorization Form may be directed to StandardAuthForm@medicaid.ohio.gov .