HIPAA Authorization Review Checklist

Use this review aid before a clinical team relies on a HIPAA authorization to disclose protected health information. It is not a universal release form. Confirm that authorization is the correct route and add applicable state, record-specific, and organizational requirements.

Choose the request route first

Request route	Use this check
Patient asks for their own records	Evaluate the HIPAA right of access under 45 CFR 164.524 before requiring authorization.
Patient directs records to a third party	Apply the Ciox-limited electronic-EHR directive or use a valid authorization or other route.
Treatment, payment, or operations	Confirm whether HIPAA already permits the disclosure and whether another restriction applies.
Disclosure outside another permission	Validate a HIPAA authorization under 45 CFR 164.508 and any additional law.
Part 2, psychotherapy, minor, or special record	Escalate to the privacy lead and apply the record-specific rule before release.

1. Core elements required by 45 CFR 164.508(c)(1)

- The information is described in a specific and meaningful way.
- The person or class authorized to make the use or disclosure is identified.
- The recipient or class of recipients is specifically identified.
- Each purpose is described; an individual-initiated request may use the permitted wording.
- An expiration date or qualifying expiration event is present and still valid.
- The individual signed and dated the form; representative authority is described when applicable.

2. Required notices and presentation under 45 CFR 164.508(c)(2)-(4)

- Revocation rights, method, and limits are stated or properly referenced.
- The form explains whether treatment, payment, enrollment, or benefits can be conditioned on signing.
- The form warns that the recipient may redisclose information and HIPAA may no longer protect it.
- The authorization is written in plain language the intended signer can understand.
- If the covered entity sought the authorization, the individual receives a copy of the signed form.

> **Decision note:** HIPAA authorizations permit uses or disclosures consistent with the signed scope. They do not replace the separate right-of-access process, prove representative authority, or override a more protective state law.

3. Defect screen: stop before relying on the form

- The expiration date passed or the expiration event occurred.
- A required element or statement is incomplete.
- The covered entity knows the authorization was revoked.
- The authorization is impermissibly compounded or conditioned.
- Material information is known to be false.
- The requested disclosure exceeds the form's scope or recipient.
- The signer or representative authority cannot be verified.
- Another federal or state rule requires a different consent or control.

4. PDF and signature controls

- The PDF opens, prints, and remains legible on mobile and desktop.
- Required fields are not hidden by clipping or page breaks.
- The final signed version is locked or preserved from later edits.
- Electronic-signature validity is checked under applicable law.
- Email or portal routing avoids unnecessary PHI in subjects and alerts.

5. Fulfillment and audit controls

- Identity, authority, recipient, and destination are verified separately.
- Responsive records match the approved categories and date range.
- Sensitive or specially regulated records receive the correct review.
- Delivery failure, revocation, and correction paths are active.
- The signed form, disclosure details, and decision evidence are retained.

6. Local validation record

Request ID: _____ Route selected: _____

Form version/date: _____ State or special rule: _____

Reviewed by/role: _____ Review date: _____

Status: [ ] Ready [ ] Hold [ ] Escalate

Reason or correction required: _____

Primary sources

- 45 CFR 164.508 - HIPAA authorizations
- 45 CFR 164.524 - individual access
- HHS - Ciox right-of-access court-order notice
- HHS - 42 CFR Part 2 guidance

> This checklist supports operational review and training. It is not legal advice and is not a substitute for a form approved for the organization's jurisdictions, records, and uses.