

Release of Information (ROI) Cheat Sheet

Reviewed by the BastionGPT Clinical Advisory Board · July 2026

A release of information (ROI) is the written HIPAA authorization a client signs before a practice may disclose their mental health records to a third party (45 CFR 164.508). The elements are law; the layout is yours. Most forms run one to two pages.

1 – Describe the records specifically the description core element

Do: name record types and a date range; "entire medical record" is valid when that is the intent.

Pitfall: "all protected health information" without definition may fail the specific-and-meaningful test.

2 – Name discloser and recipient two core elements

Do: the practice releasing the records, and a specific recipient with contact details.

Pitfall: a recipient so vague the client cannot tell who will hold their records.

3 – State the purpose an administrative line

Do: "at the request of the individual" suffices when the client initiates.

Pitfall: leaving it blank; purpose is a core element, and a missing element voids the form.

4 – Set a real expiration date or event

Do: a date, or an event tied to the client or purpose, with a backstop date.

Pitfall: "none" is valid only for research authorizations; on a clinical ROI it is a defect.

5 – Print the three required statements 45 CFR 164.508(c)(2)

Do: revocation right and procedure, the conditioning rule, and the redisclosure warning.

Pitfall: statement blocks missing the revocation procedure invalidate the whole form.

6 – Signature and authority who may execute it

Do: client signs and dates; a personal representative records the authority they sign under.

Pitfall: psychotherapy notes riding along; they always need their own standalone authorization.

Before records go out

- ☐ Record types and date range described
- ☐ Recipient specific, with contact details
- ☐ Expiration date or event present
- ☐ Three statements present, including how to revoke
- ☐ No psychotherapy notes on this form
- ☐ Signature dated; representative authority documented

Checking with AI

Give it the incoming request and the signed form. No clinical content is needed to validate an authorization.

"Check this release of information against HIPAA's required elements and flag anything missing, vague, or expired: ..."

Never paste client-identifying information into consumer AI tools. BastionGPT is HIPAA-compliant with a signed BAA on every plan.

1–2 pages
typical length

5–10 min by hand
clinical team estimate

Before records leave
when it's used

**Client · privacy officer ·
auditors**
who reads it

Release of Information (ROI) Template

Copy or print for your practice · Adapt fields to your organization's, payer's and jurisdiction's documentation requirements.

Authorization under 45 CFR 164.508. Psychotherapy notes are not covered by this form; they require their own standalone authorization.

Client name: _____ DOB: _____

Practice / clinician authorized to disclose: _____

Information to be released

Check record types, then bound them with dates or episodes of care

☐ Progress notes ☐ Diagnosis / treatment summary ☐ Treatment plan ☐ Assessment or testing results ☐ Billing records ☐ Other

May be released to

The specific recipient: name, organization, and contact details

Purpose: ☐ At the request of the individual · Other: _____ This authorization expires (date or event): _____

Required statements

1. I may revoke this authorization in writing at any time, except where the practice has already acted on it. The revocation procedure is:

2. Treatment, payment, enrollment, or eligibility for benefits may not be conditioned on signing this form.
3. Information disclosed under this authorization may be redisclosed by the recipient and may no longer be protected by federal privacy law.

Client signature: _____ Date signed: _____

Personal representative and authority (if applicable): _____