



Capital Health

P L A N



An Equal Opportunity Employer
Blue Cross of Florida

How to Complete a Communication Directive

Attached you will find a copy of Capital Health Plan's Communication Directive form. This form enables you to designate an individual or individuals, with whom CHP may discuss your medical care and will allow release of your protected health information to a family member, relative, close friend or other person identified by you.

INSTRUCTIONS:

- Enter your name on the top line
- Enter the names of those you wish to designate on the accompanying lines
- Initial and date the statement noting that you are aware that this would include any and all of your health care information including mental health, alcohol or drug abuse and HIV testing or diagnosis

The next paragraph further explains that this form allows **discussion** of your health care only. It does not allow anyone to receive copies of your medical records. You may cancel this directive at any time. You may add any instructions or restrictions to this communication approval.

Parents do not need to complete Communication Directives for their children under 18 years of age to be able to discuss your child's care with the physician, unless you wish to have someone else designated to discuss your child's care. If an emancipated minor is treated for super confidential reasons, the child will need to complete a Communication Directive form if they wish this information to be discussed with a parent.

PLEASE:

- Date and sign the form
- Include your date of birth
- Print your name
- Note your CHP number
- Add the last four (4) digits of your social security number
- Return signed form to : Capital Health Plan- Medical Records

P.O. Box 15349

Tallahassee, Fl. 32317 -5349

IMPORTANT REMINDER

The final section relates to revocation (cancellation of the above designations). This is to be signed in the future only if you decide that the person/persons noted above may no longer be able to discuss your health care with CHP personnel.

Please direct any questions you may have to Capital Health Plan Member Services at 383-3311, or for hearing impaired (TDD) (850) 383-3534, Monday through Friday 8am through 5 p.m.