Release of Information

Except in life threatening emergencies, or unless required by federal, state, or local law(s), your medical information will not be released without your permission. On occasion, Campus Health receives telephone calls from parents about your medical care. If you are over 18 years of age or older, the health care providers are unable to release any medical information to your parents without your explicit verbal or written permission. **We do not allow for students to sign a “blanket” authorization form.** What you might want to release to a third party now, you might not want to release at a later date. You will need to sign a release form each time you want new information released from your records.

There may be times when transfer of medical care to another health care institution or organization is necessary. In order for medical information to be released, a written release must be signed by the requesting student. If you need your records released within 48 hours, a rush fee may be charged to release your records.

- You need to complete a [Campus Health Release of Information Form](https://campushealth.unc.edu/services/release-information) before we can release any information.
- Print it
- Fill it out
- Sign it and
- Either mail it to the address on form, fax to 919.966.0616, or scan and email the form to [immunizations@unc.edu](mailto:immunizations@unc.edu)
- *Please note we cannot accept an electronic signature on Release of Information forms, all forms must have an original signature before the request can be processed.*
- Requests for your records can take between 7-10 business days to process. If you only need copies of your immunization records, you can pick up those records same day by visiting the Health Information Management Department located on the second floor of the building.

You can also view your personal health records on the [Healthy Heels Portal](https://campushealth.unc.edu).