

INSTRUCTIONS
DHS 1123 (Rev. 06/13)

AUTHORIZATION TO DISCLOSE CONFIDENTIAL INFORMATION
BY THE MED-QUEST DIVISION (MQD)*

PURPOSE:

The DHS 1123 AUTHORIZATION TO DISCLOSE CONFIDENTIAL INFORMATION BY THE MED-QUEST DIVISION (MQD)* form authorizes Med-QUEST Division to disclose confidential information to an applicant, beneficiary, legal representative, or third party.

GENERAL INFORMATION:

Upon receipt of this form, MQD staff shall send the original copy to MQD/Administration and retain a copy for the case or electronic file.

SPECIFIC INSTRUCTIONS:

- (1) Enter the full name of the person who is authorizing the disclosure.
- (2) If a person is a legal representative, describe the type of legal appointment. (i.e. lawyer, court order, legal guardian, or legal parent etc.) Attach a copy of the legal authorization with DHS 1123.
- (3) Check appropriate boxes for requested information. For "Other", write specific details and service dates.
- (4) Enter the applicant's or beneficiary's name if it differs from the person listed in (1).
- (5) Enter the applicant's or beneficiary's Social Security Number, and/or Date of Birth.
- (6) Enter the name of person or agency authorized to receive the information listed in (3). Write the person's or agency's relationship to applicant/beneficiary (if any).
- (7) Enter the mailing address of the person or agency authorized to receive the information.
- (8) Enter the phone number of the person or agency authorized to receive the information.
- (9) Explain how the information will be used by the person or agency authorized to receive it.
Note: An applicant, beneficiary or legal representative is Not required to complete this section for information released to themselves.
- (10) Enter a date or event that will end the authorization. **Note: If this section is not completed, the authorization will default to one calendar year from the date of the authorization.**
- (11) The person listed in (1) signs and dates the form and writes his/her mailing address.

*** An authorization can be revoked at any time in writing to MQD.**