Instructions for Release of Information  
for the University of Iowa Student Health & Wellness

- Please fill out the Release of Information form completely (each field on the form must be completed). Be certain you submit a complete address to send the copies to and be specific about what needs to be copied by checking the appropriate boxes.

- Please note there is a copying fee for insurance companies and lawyers. There is no fee when releasing records to the patient or a medical facility.

- If the patient is requesting release of psychiatry/mental health visit information, the patient’s signature must be witnessed.

- If you do NOT wish to release substance abuse, mental health, or HIV related information, you MUST initial in the shaded area.

- Sign and date the bottom of the release.

- Send the original to Director of Medical Records, University of Iowa Student Health & Wellness, 4189 Westlawn, Iowa City, IA 52242. A fax of the original will be accepted at 319-335-7247.

- If you have questions, please call 319-335-8371.

- Please allow 2-3 weeks to process and mail the request.

SPECIAL NOTES REGARDING RELEASE TO/FROM UNIVERSITY EMPLOYEE HEALTH CLINIC

- If you wish for Student Health & Wellness to release information to the University Employee Health Clinic (UEHC), you need to complete the Student Health & Wellness Consent to Release Information form with UEHC listed as the institution to which you are releasing your Student Health & Wellness medical record.

- If you wish to request your health records from UEHC to the Student Health & Wellness, you should either 1) complete the Student Health & Wellness Request to Obtain Information form, or 2) contact UEHC by calling 319-353-8653 and request their Release of Information form.