COMPLETING A RELEASE OF INFORMATION

Please destroy any previous copies of Authorization to Exchange/Release Information. The only form you should use for a ROI is the Credible service or the Template found in the Credible How-To section.

Whenever possible, complete the appropriate ROI service in Credible, with electronic signature from the individual receiving services and/or their substitute decision maker.

When the person needing to sign the release is not present and/or there is no internet access:

- Complete the Release of Information template located in the Credible How To section by checking all applicable sections.
- Send or take the form to the person whose signature you require for authorization to disclose information from the record.
- Once the signed form is returned to you, begin the appropriate ROI service in Credible.
- Enter the information from the form into the Credible service.
- Open the individual signature box in the service and write "scanned signature" in the box.
- Complete the service by sign/submit.
- Scan the ROI template completed and signed by the person authorized to release information from this record.

DO NOT complete the service in Credible and then send a print out of the service for signature. If the individual authorized to disclose information is not with you to sign the electronic record, please complete the steps above for a ROI.