

CHANGE ANNOUNCEMENT

RELEASE OF INFORMATION FORM EFFECTIVE APRIL 19, 2006

CHANGE

The Release of Information form has been revised. The new form dated 3/06 is available on VRIS. Consumers are no longer required to initial each organization and/or individual VR may exchange information with. Also, they are no longer required to initial each type of information they are allowing to be exchanged.

The form is now a general release allowing VR to contact any organization or individual listed and obtain any type of information listed if necessary. If an individual does not want VR to exchange a specific type of information or exchange information with specific organizations they can cross those off. For example, an individual may not want VR staff contacting employers and thus may draw a line through 'employers' on the form before signing. This does not mean the consumer is required to cross off all organizations they are not currently connected with. They would only cross off those they specifically do not want VR to exchange information with.

TEAM COMMUNIATION

Staff should discuss this form revision at a team meeting to assure everyone understands how the form is to be used.

EFFECTIVE CHANGE DATE

This revision takes effect immediately. The new form should be used immediately and all copies of the previous form should be destroyed.

LEADERSHIP CONTACT

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