



PATIENT NAME: \_\_\_\_\_

DOB: \_\_\_\_\_

## ADDENDUM TO RELEASE OF INFORMATION

### RECORDS OF DECEASED PATIENT

**Note:** *Falsely stating that one is the administrator or executor of an estate, or otherwise improperly accessing the medical records of a deceased patient is a crime.*

If there is a court-appointed administrator or executor/executrix of the estate of the deceased patient, that person is entitled to the record, not the next of kin. If there is no court-appointed administrator or executor or executrix, and no application is or will be pending to appoint such an individual, the next of kin is entitled to the records.

The order of precedence for a next of kin determination is as follows: (1) The spouse of the decedent; (2) an adult son or daughter of the decedent; (3) either parent of the decedent; (4) an adult brother or sister of the decedent; (5) a grandparent of the decedent.

**Documentation attached as outlined in Section 1 OR completion of Section 2 is required in addition to a signed authorization for release of medical records.**

#### 1. Administrator or Executor/Executrix of the Estate

Required Documents:<sup>1</sup> A copy of letters of administration (known in Connecticut as a Fiduciary or Probate certificate). This will serve as acknowledgment that an individual has been appointed either the administrator or executor/executrix of the decedent's estate, and has the authority to sign this authorization.

#### 2. The surviving spouse or next of kin

Required Documents:<sup>2</sup> A copy of the death certificate and completion of section a) below.

a) I, \_\_\_\_\_,

am the surviving spouse or next of kin of the patient. There is no court-appointed administrator or executor/executrix of the estate of the patient, and no application for administrator or executor/executrix is or will be pending.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Written Name

\_\_\_\_\_  
Date

<sup>1</sup> In addition to the usual proof of identity documents required of the person requesting the record.

<sup>2</sup> In addition to the usual proof of identify documents required of the person requesting the record.