Release Of Personal Health Information Under The Paid Family Leave Law (Form PFL-3) Instructions

- If an employee is requesting PFL to care for a family member with a serious health condition, the care recipient or an authorized representative must complete a Release Of Personal Health Information Under The Paid Family Leave Law (Form PFL-3) and submit it to their health care provider, along with a copy of the Health Care Provider Certification For Care Of Family Member With Serious Health Condition (Form PFL-4).

- The Release Of Personal Health Information Under The Paid Family Leave Law (Form PFL-3) enables the health care provider to complete Health Care Provider Certification For Care Of Family Member With Serious Health Condition (Form PFL-4) and release it to the employee seeking PFL benefits.

- Before completing and signing, the care recipient must read the Release Of Personal Health Information Under The Paid Family Leave Law (Form PFL-3) in its entirety.

- The employee requesting PFL submits both the Request For Paid Family Leave (Form PFL-1) and the Health Care Provider Certification For Care Of Family Member With Serious Health Condition (Form PFL-4) to their employer’s PFL insurance carrier, or to their employer if the employer is self-insured, for PFL benefit determination.

**NOTE:** This form will be retained by the health care provider. The employee should make a copy for their records before giving it to the health care provider. **Do not return this form to Guardian.**

Care recipient or authorized representative signs and dates.

This form is given to the care recipient’s health care provider along with the Health Care Provider Certification For Care Of Family Member With Serious Health Condition (Form PFL-4).

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**RELEASE OF PERSONAL HEALTH INFORMATION BY THE HEALTH CARE PROVIDER FOR A FAMILY MEMBER WITH A SERIOUS HEALTH CONDITION** (to be completed by the care recipient or authorized representative and submitted to care recipient’s health care provider with Form PFL-4)

Employee enters their name, and care recipient’s (patient’s) name and date of birth at the top of each page. The PFL insurance carrier name requested at the top of the form is the same as the PFL insurance carrier identified in Request For Paid Family Leave (Form PFL-1) Part B line 13.

**Care recipient or authorized representative must complete all applicable requested information.**

If a care recipient is unable to fill out this form, an authorized representative must attach a copy of legal documentation, such as a health care proxy or power of attorney, permitting the representative to sign on behalf of the care recipient. The health care provider will require this documentation of authorization unless the authorized representative is a parent signing on behalf of a minor child.