

Authorization to Release WIC Information – Guide for Use

The Authorization to Release WIC Information form for health care providers is available in MI-WIC and online at Michigan.gov/WIC. The purpose of this form is for Local Agency Clinic staff to obtain client consent to release information from the WIC client record to health care providers.

The client or authorized person (AP) can complete one form for the entire family. Once the form is completed, a completed copy must be scanned into the client's account in MI-WIC, it can then be printed and sent to the medical provider as needed. To ensure confidentiality of client information, a secure method (i.e., fax or encrypted email) must be used. Due to the COVID-19 pandemic, the form can be completed and signed by WIC staff indicating that the form has been read to the client or AP by staff and understood and consented to by the client or AP.

To access the form at Michigan.gov/WIC, select the WIC & COVID-19 link.

The screenshot shows the MDHHS website navigation menu. The 'WIC & COVID-19' link is highlighted with a red arrow. The page content includes a search bar, a navigation menu, and a main content area with a banner for Michigan WIC and a list of links.

MDHHS Michigan Department of Health & Human Services

FAQs Contact Us MDHHS Home MI.gov

Search

Assistance Programs Adult & Children's Services Safety & Injury Prevention Keeping Michigan Healthy Doing Business with MDHHS Inside MDHHS

Assistance Programs

Cash Assistance MDHHS / ASSISTANCE PROGRAMS / WOMEN, INFANTS & CHILDREN

Child Care Assistance

Children's Special Health Care Services

Emergency Relief: Home, Utilities & Burial

Food Assistance

Health Care Coverage

Help from Other Programs

Medicaid

Migrant Services

Housing and Homeless Services

Refugee Assistance

Universal Caseload Action Plan

Women, Infants & Children

Welcome to Michigan WIC

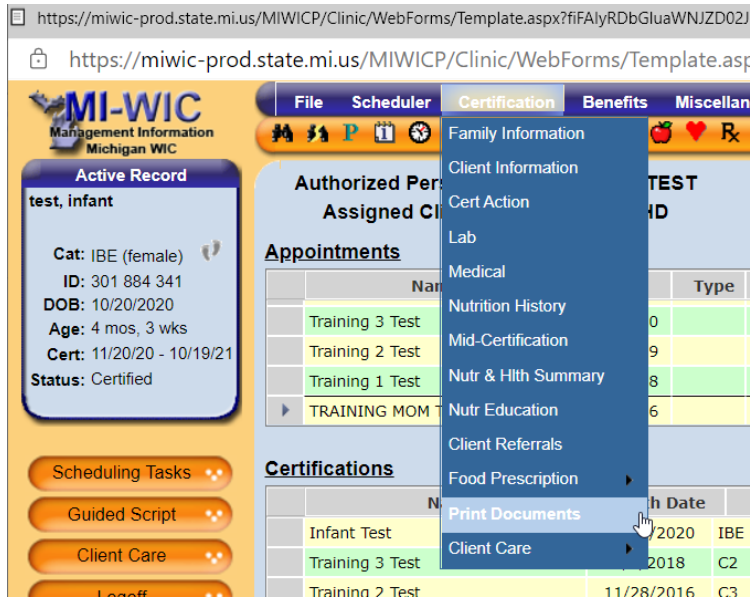
Are you pregnant, breastfeeding, have an infant, or a child under five?
Contact WIC
Learn more by calling 211 for your local agency.

MDHHS WIC USDA

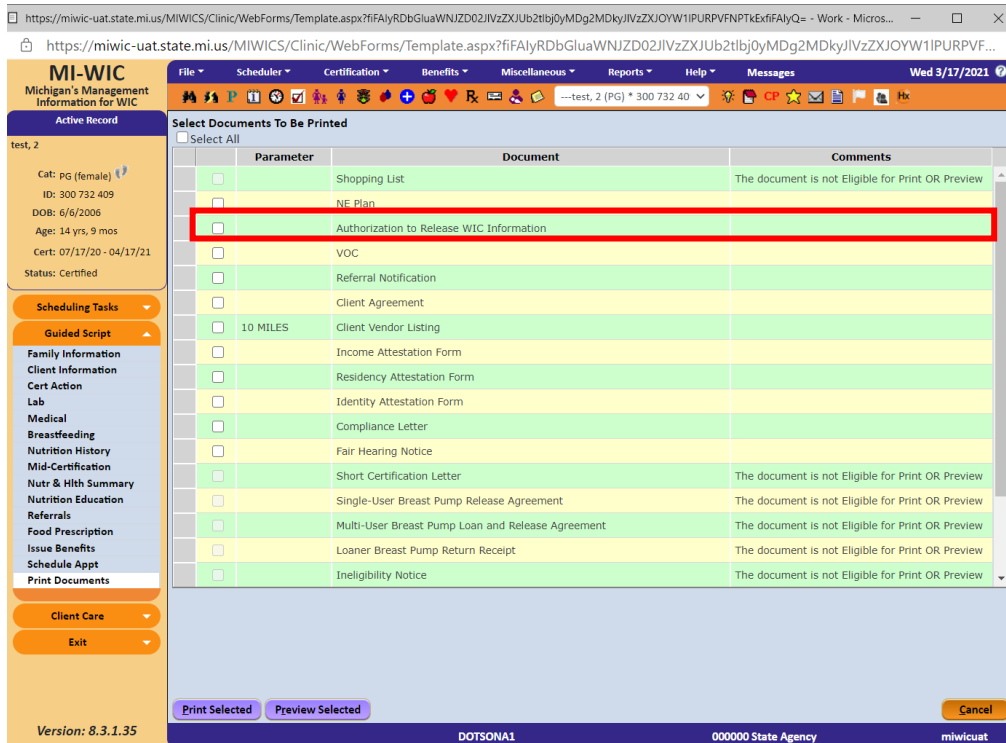
- Make your voice heard – submit your comments on the WIC program through April 30, 2021! (English/Español/عربي)
- **FIND MY WIC CLINIC**
- **WIC & COVID-19**
- Michigan WIC Clinic Directory
- WIC Connect Mobile App
Access WIC account information right from your phone!
- WIC Client Connect
Access your family information, WIC benefits, request appointments, and more online!
- WIC Foods
 - Don't Feed Homemade Formula to Babies; Seek Help Instead
- WIC Eligibility

Then, scroll down to the For WIC Staff section, and select the link to the Authorization to Release WIC Information form.

To access the form in MI-WIC, go to Print Documents under the Certification tab or select Print Docs directly from the Guided Script.



Next, select Authorization to Release WIC Information from the Print Documents list, and preview or print the document.



Once the document has been printed, it must be completed and then scanned back into MI-WIC to be saved.

Staff should go to the Scan or Scan – New screen in MI-WIC and select “Authorization to Release WIC Information” as the Document Type. They can then either scan the document or upload it from their computer.

The screenshot shows a web browser window titled "Document Scan - Google Chrome" with the URL "miwic-uat.state.mi.us/MIWICS/Clinic/WebForms/Miscellaneous/TwainScan.aspx". The form has a light orange background and includes the following elements:

- Select Source*:** A dropdown menu.
- Document Type*:** A dropdown menu with "Authorization to Release WIC Information" selected.
- Client:** A dropdown menu.
- Scan for Active Client**
- Preview:** A large empty rectangular area for displaying the scanned document.
- Scanner User Interface:** A section containing a camera icon, a checkbox, and a numeric keypad with buttons for left arrow, right arrow, 0, and 1.
- Buttons:** A row of buttons at the bottom: "Upload Image" (blue), "Scan" (purple), "Remove" (red), "Remove All" (red), "Save" (blue), "Cancel" (orange), and "Close" (green).

If you have questions about this form or its use, please contact Amy Thompson at ThompsonA13@michigan.gov.