


Name of Policy:	Requesting Medical Records From Other Institutions	 Effective Date: 7/1/2011 Initial Effective Date: 9/3/1980
Policy Number:	3364-134-54	
Department:	Radiation Oncology	
Approving Officer:	Sr. Vice President & Executive Director, UTMC	
Responsible Agent:	Technical Manager, Radiation Oncology	
Scope:	Radiation Oncology	
<input type="checkbox"/> New policy proposal <input type="checkbox"/> Major revision of existing policy		<input type="checkbox"/> Minor/technical revision of existing policy <input checked="" type="checkbox"/> Reaffirmation of existing policy

(A) Policy Statement

Requesting medical records from outside institutions shall be the responsibility of the Front Desk staff and or designee at time of consultation call.

(B) Purpose of Policy


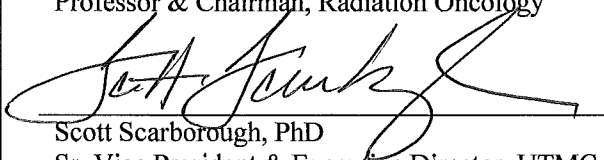
To ensure that necessary medical information pertinent to each patient will be available for the Radiation Oncologist's study at the time of consultation.

(C) Procedure

1. Receive consultation request.
2. Contact, via telephone, the appropriate referring physician's office or hospital medical records department. Obtain name of person with whom you have spoken.
3. Request information needed, giving the patient's full name and date of birth to include:
 - a. Pathology report(s)
 - b. Operative note(s)
 - c. Laboratory report(s)
 - d. X-rays (including CT scans, Nuclear Medicine studies and MRI studies) and reports thereof.
 - e. Admission sheet and discharge summary.
 - f. Transcription from all referring physicians and surgeons involved in the patients care.
4. Direct that requested information be sent to:

Department of Radiation Oncology
University of Toledo Medical Center
3000 Arlington Avenue
Toledo, Ohio 43614-2598

Or Faxed to :
419-383-3040
5. Note on patient's information sheet that medical records have been requested.
6. Follow-up request for medical records in 48 hours to ensure receipt prior to consultation appointment.
7. Additional information may be requested after consultation. This will be the responsibility of the Front Desk Staff to obtain signed release of information.

Approved by:  _____ John Feldmeier, DO Professor & Chairman, Radiation Oncology	<u>7/1/11</u> _____ Date	Review/Revision Date: 10/22/1985 1/2007 10/22/1986 5/2008 10/1987 7/1/2011 1988 1989 2/1990 7/1993 2/1995 1996 3/1997 4/1999 3/2002
 _____ Scott Scarborough, PhD Sr. Vice President & Executive Director, UTMC	<u>7/7/11</u> _____ Date	
<i>Review/Revision Completed By:</i> Michelle Giovanoli		Next Review Date: 7/1/2014
Policies Superseded by This Policy: 38-54		