(A) Policy Statement

The Health Information Management Department provides a process for accessibility of medical records for appropriate and timely patient care, along with protecting the legal interests of the patient, and the hospital.

(B) Purpose of Policy

To provide a process for medical record requisitions.

(C) Procedure

1. Medical record requisitions are placed in the requisition bin located in the file room.

2. Release of Information requisitions will be processed by the Records Management Unit on a daily basis. All other requisitions will be processed within 72 hours.

3. The following information is required to process a requisition for medical records:
   a. Patient name and six digit medical record number;
   b. Identify request for inpatient and outpatient charts or both;
   c. If inpatient chart, specific discharge date indicated;
   d. Clear identification of the requestor, along with contact information, and purpose of request;
   e. For Institutional Review Board (IRB) requisitions, the IRB number and IRB approval form must be provided.

4. All records scanned in the electronic medical record (EHR) after December 2007 can be viewed through Clinical Portal by authorized individuals. Records prior to December 2007 are pulled and signed out to the appropriate area via the computer chart tracking system. A copy of the requisition is to accompany the pulled charts for the requestor. The requestor will be notified the next day by telephone when records are available. Requisitions for review are placed in the appropriate designated area for review.

Approved by:

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It is the responsibility of the reader to verify with the responsible agent that this is the most current version of the policy.