

**GUAM MEMORIAL HOSPITAL AUTHORITY
ADMINISTRATIVE MANUAL**

Approved	Responsibility Risk Manager Medical Records	Effective Date 4/19/91	Number 6433-3	Page 1 of 3
<p>TITLE: MEDICAL RECORDS, RELEASE OF INFORMATION</p>				

PURPOSE:

To specify the policy and procedure for access to or release of information contained in the medical record.

POLICY:

1. The Medical Records Department personnel shall provide medical information from any medical record only to authorized individuals or agencies. The release of this information shall be done only upon receipt of a written authorization from the patient or his/her legal representative.
2. Non-GMHA personnel will be allowed access to medical records for the purpose of research and with prior approval by the Hospital Administrator and Institutional Review Board.

PROCEDURE:

1. The appropriate "Authorization for Release of Information" shall be completed and signed by the patient or his/her legal representative (as in the case of a minor or incompetent person).

NOTE: It is the responsibility of the Medical Records Department staff to ensure that appropriate identification is presented before any information from the medical record is released.

2. The request for medical information from lawyers, Attorney General's office, and outside agencies shall be forwarded to the Risk Management Officer to be reviewed for approval by the Hospital Administrator for release.
 - a. Requests by lawyers, Attorney General's office and outside agencies (excluding managed care organizations and HMSA reviews) to access the medical record shall be limited to photocopies (not on-site reviews) of the original medical record.

- b. The request for information shall become part of the patient's medical record.
3. Identified copies of the patient's medical record shall be released to the patient or to the medical team when the patient is transferred off-island for continuity of treatment.

Copies of the following reports shall be made but not limited to Discharge Summary, History and Physical, Consult, Operation Report, Laboratory reports, and Radiology reports.

4. The patient medical record may be released from the Hospital's jurisdiction for the purpose of answering a subpoena duces tecum or a court order.
5. The "Authorization for Release of Information" is not required in the following instances:
- a. Use in activities concerned with the monitoring and evaluation of the quality and appropriateness of patient care;
 - b. Use in departmental review of work performance;
 - c. Use in official surveys for hospital compliance with accreditation, regulatory, and licensing standards;
 - d. Use in the automated data processing of designated information; and
 - e. Use in approved educational and research purposes.
6. Charges for copies of the patient medical record shall be in accordance with the GMHA approved fee schedule.
7. The following shall not be charged for copies of the patient medical record:
- a. Social Services Bureau;
 - b. Physicians attending the patient;
 - c. Other hospitals to which the patient is admitted;
or
 - d. Attorneys representing the Hospital.
8. Copies of the patient medical record shall be made by Medical Record Department staff only.

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