

VALLEY OBSTETRICS AND GYNECOLOGY

Policies and Procedures

Medical Records Release Policy

1. No medical record will be released from the office without the expressed written permission of the patient.
2. Persons requesting medical records should be advised it may take 7 to 10 business days to prepare records for release.
3. All requests for records must be submitted to the Medical Record Department. A representative for that department will prepare the records and obtain the providers signature prior to release.
4. Records requested by other physicians will be forwarded to the requestor at no charge.
5. Records requested by a clinical care entity i.e. insurance company, lawyer etc. will be provided at a charge of \$.75 per sheet, to be paid by requestor or patient.
6. Records requested by the patient for their own files may be obtained for a charge of \$.75/sheet up to a maximum of \$30.00.
7. As a courtesy to our patients requests for a single copy of a test result will be provided at no charge.
8. Original records are the property of Valley Obstetrics and Gynecology. The original record should never leave the office.
9. A minor in New York State may seek treatment for certain conditions without the knowledge or consent of their parents. Therefore, in cases of alcohol or drug abuse, venereal disease, pregnancy, family planning and abortion only the minor may have access to the medical record unless she (he) specifically gives consent for the parents to obtain the information.
10. There is implied consent when a physician to whom we have referred the patient requests records, or visit and or lab information is sent back to a primary care provider.

