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| Subject: Clinical Record Review Right | Effective Date:  Revised Date:  Revised Date:  Revised Date: |
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POLICY:

The patient or his/her legal representative has the right:

* Upon an oral or written request, to access all records pertaining to himself or herself including current clinical records within 24 hours (excluding weekends and holidays); and
* After receipt of his or her records for inspection, to purchase at a cost not to exceed the community standard photocopies of the records or any portions of them upon request within 2 working days advance notice to the facility.

PROCEDURE:

# The patient will be notified of this right by care management or designee during the patient orientation process.

# The patient or representative will be instructed to notify care management of their wish to review their medical record.

# Care management will discuss the request with the physician and make arrangements to review the clinical records with the patient by the physician or care management or designee.

# If the patient or representative request a copy of components or all of the medical record, the care manager will contact HIM to determine cost (not to exceed community standard photocopies) and notify the patient/representative of the amount.

# If they choose to continue with the request, make arrangements with the [business office] or [HIM] for payment and request the copied medical records within 2 working days of the patient/representative request.

# [Add here if HIM will require a written request and receipt].