

GUIDELINES FOR PATIENT ACCESS TO MEDICAL RECORDS

AB610, sections 25250-25258 of the California Health and Safety Code, provides that any adult, any minor patient authorized by law to consent to the treatment to which the record pertains, or any patient's representative is entitled to inspect the patient record or obtain copies.

1. The Medical Record Department will be responsible for responding to ALL requests for patient access.
2. The Medical Record personnel will not attempt to explain or interpret anything in the record.
3. Request must be in writing, must provide sufficient information to identify the patient and include appropriate payment.
4. Copies will be completed within fifteen (15) days of receipt of a valid written request. The request must specify records desired.
5. Inspection may be carried out by appointment, during business hours (9:00 a.m. to 4:00 p.m.) Monday through Friday, except for Holidays.
6. Inspection will be carried out under the direct visual supervision of the Medical Record Supervisor.
7. Reasonable effort to establish the identity of the patient or patient's representative will be made prior to inspection or provision of copies. Persons requesting access as guardians or conservators MUST present evidence of appointment.
8. One individual may accompany the patient or representative during the inspection.
9. Records will be made available for inspection by the patient or patient's representative within five (5) working days of receipt of written request.
10. Summary Option may be exercised upon physician discretion.

11. Fee Schedule:

Clerical	\$16.00 (\$4 per 114 hour)
Inspection	\$5.00
Reproduction	
Per Page	\$.25
Per Microfilm Image	\$.50
X-ray Films	
Per Sheet	\$10.00
Postage	Actual Cost

Medical Records sent directly to another physician or medical facility will have reproduction fee discounted as a professional courtesy