

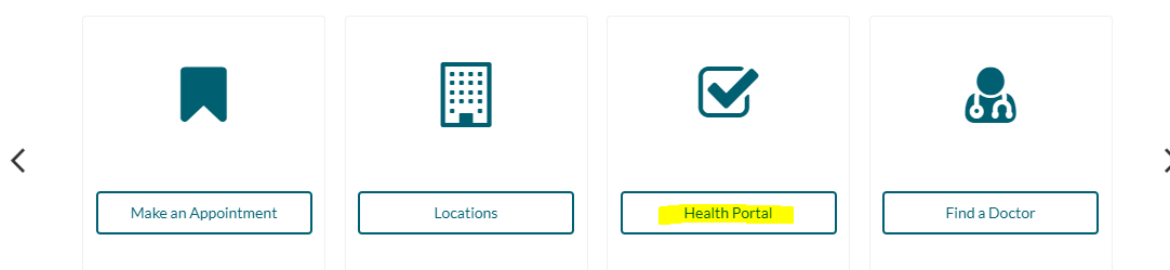
## How to Obtain Records

### For personal use:

The 'Healow' app is available for download to smart phone or smart devices for quick access to some health information.

Full access to personal health information is available via the Patient Portal.

Find both options via the Health Portal link on the CollegeParkFamilyCare.com website.



If the electronic access versions are not an option, a printed copy of the visit summary and any lab or test results available is an alternative. Please ask the care team for a printed visit summary. Ensuring you have a full plan of care to follow until your follow up appointment. Immunization records are also available if asked for. Please keep the copies for future reference and distribution to other providers of care or proof of immunization as needed. Avoiding copy and processing fees in the future.

### Referral of care use:

As a Patient Centered Medical Home, College Park providers are the first point of contact for referrals to specialty or additional treatment and care. When the care team determines the next step of care is to proceed on to a specialist or treatment facility, an electronic referral or order is placed. Office staff forward the referral or order, along with records pertaining to the medical condition to the specialty provider free of any copy or processing fees. **There is no need to complete a Release of Information form when being referred to a specialist or treating facility thru a College Park provider.**

### Continuity of care use:

At times, a patient will make specialty appointments prior to consulting their Primary Provider. This is called as a "Continuity of Care" release. Normally In this case, the specialty office will contact our medical records department, asking for specific records from your chart. The medical records staff check to make sure the request is valid. They release only records pertaining to the specialists focus and 'need to know'. **There is no need to complete a Release of Information form in this case, unless the specialist states they will not reach out to the Primary Care office for records.** If this is the case, ask the specialty office the exact type of records needed, specify on the Release of Information form instead of a vast array of records to keep any copy and processing fees to a minimum.

If both parties submit a request, College Park will fulfill the request submitted by the specialist office to avoid copy and processing fees to the patient.

**Transfer of care use:**

Upon movement of healthcare management to another provider, the completion of a Release of Information form is required (page 3). Indicate this on the Release of Information form by checking the “Transfer of Care-Leaving Practice” area. Sometimes the new provider does not need all of the previous records, so for this reason it is advised to check with the new care team to see what, if any records are needed. The records team will process the request as indicated as well as remove the patient from the active patient database to stop health maintenance reminders in the future.

**Litigation, Insurance, Disability/SSI, or Work Comp use:**

In most cases, records required for any of the above purposes are gathered via third party records agencies or by the legal representative team. The party needing records will ask the patient or patient representative to sign documents authorizing them to request records. In turn, they submit a release of information to College Park specifying exactly what to release. The records staff verifies the release is complete and fully executed and processes as directed. If there are any concerns as to the validity of the request, the staff will contact the patient or guardian for verification. There is no need to complete a separate College Park Release of Information form. Records staff are required to sign an affidavit that the records submitted to fulfill the request are complete and untampered with. So usually, any copies supplied by the patient are denied.

**Family Medical Leave Act (FMLA) or Short Term Disability use:**

See publications “Specialty Office Form Fee Guidelines” or “FMLA-Disability Form Completion” on the College Park website.

**X-ray and Imaging reports and image copies:**

See the Imaging or Xray Release form on the College Park website.

**Billing payment records or ledgers without record copies:**

Call the College Park Billing office at 913-469-0503. Or fax written request to 913-469-5267. There is no need to complete a Release of Information Form for billing reports.



# Medical Record Release Authorization

Fax: 913-338-1311

Email: [PMMW.CP.HIM@HCAHealthcare.com](mailto:PMMW.CP.HIM@HCAHealthcare.com)

Drop Off: Any College Park Doctors' Office

Patient Name \_\_\_\_\_ Maiden/Previous Name \_\_\_\_\_

Date of Birth \_\_\_\_\_ Home Phone \_\_\_\_\_ Cell/Work \_\_\_\_\_

Address \_\_\_\_\_ City/State/Zip \_\_\_\_\_

Email Address: \_\_\_\_\_

### A) I authorize the release of records FROM:

#### COLLEGE PARK FAMILY CARE CENTER

College Park Family Care uses a third party vendor to release records. For questions concerning records or fees please contact:

**DataFile Technologies at 816-437-9134**

### B) To be released TO:

Name \_\_\_\_\_

Address \_\_\_\_\_

City/State/Zip \_\_\_\_\_

Phone# \_\_\_\_\_ Fax# \_\_\_\_\_

Email: \_\_\_\_\_

### C) For the purpose of:

- \_\_\_\_ Continuity of Care/ (Self-Referral) \*\*
- \_\_\_\_ Transfer of Care/ (Permanently Leaving)
- \_\_\_\_ Litigation
- \_\_\_\_ Disability/SSI
- \_\_\_\_ Insurance
- \_\_\_\_ Work Comp
- \_\_\_\_ Self/Personal Copy \*\*
- \_\_\_\_ Other \_\_\_\_\_

Date Range \_\_\_\_\_ to \_\_\_\_\_

If no date range is indicated, 2 years is the default.

Cardiology/EKG Reports

Physician Office Notes       Lab/Path Reports

Immunizations       Radiology/XRay/MRI Reports

Operative/Procedure Reports       Minimum Necessary

I understand that authorizing the disclosure of this health information is voluntary. I can refuse to sign this authorization. I need not sign this form in order to assure treatment. I understand that any disclosure of information carries with it the potential for an unauthorized re- disclosure and the information may not be protected by federal confidentiality rules. If I have questions about disclosure of my health information, I can contact the authorized individual or organization making disclosure.

I understand that the information in my medical record may include information relating to sexually transmitted disease, acquired immunodeficiency syndrome (AIDS), or human immunodeficiency virus (HIV). It may also include information about behavioral or mental health services, and treatment for alcohol and drug abuse.

I understand that I have a right to revoke this authorization at any time. I understand that if I revoke this authorization, I must do so in writing and present my written revocation to the Medical Records Department. I understand that the revocation will not apply to information that has already been released in response to this authorization. I understand that the revocation will not apply to my insurance company when the law provides my insurer with the right to contest a claim under my policy.

**I have read the information provided on this release form and do hereby acknowledge that I am familiar with and fully understand the terms and conditions of this authorization.**

\_\_\_\_\_  
(Date) (Signature of Patient/Parent/Guardian or Authorized Representative) **\*\*Subject to Fees**

The authorization will expire one year from the date above unless I specify an expiration date: \_\_\_\_\_  
(Expiration date of authorization)

**\*\*PLEASE READ Fee Information:** College Park Family Care contracts with DataFile Technologies to copy and provide all medical records requested from our office. DataFile Technologies reserves the right to charge the medical record state fee structure as set forth in the state statute. Copy charges plus postage will be invoiced to you from DataFile Technologies, LLC with all the necessary directions to receive your records. By signing this authorization, you are agreeing to pay DataFile Technologies for your records. In the case of continuity of care (referral) or personal copy to patient, DataFile Technologies may transfer a minimal portion of your records as a courtesy (free of charge). **All inquiries about fees should be directed to DataFile at the number listed below.**