

Information Needed From Medical Records

In most cases, the patient care provider does not require the patient's entire medical record. Patient care providers want clinical documents that include the discharge summary, history and physical, consultation reports, operative reports, radiology reports, EKG reports, and lab results.

This collection of medical information is called a medical abstract. The medical abstract is the most commonly requested information by care providers. The patient's care provider can advise what information is needed.

Please note, on the Release of Information Request, patients will be asked to document what specific parts of the medical records are needed. The Medical Records department can educate patients on the different types of requests, but cannot recommend the specific documents needed. It is the patient's responsibility to contact the care provider/requestor for the types of records needed.

Reviewing Medical Records During Hospitalization

Jupiter Medical Center policy allows a patient or family member to review the medical records only if the physician approves and documents the information in the medical records. If the physician authorizes the family member to review, the Medical Records department must have a Release of Information form completed.

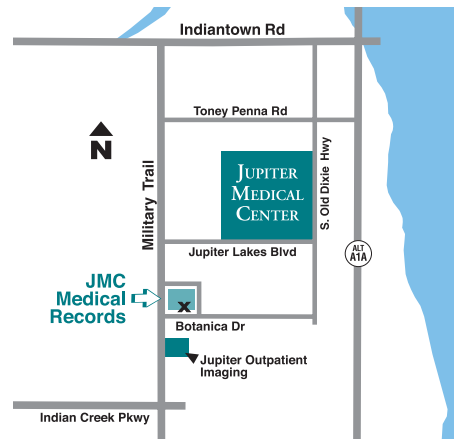
Releasing Sensitive Information

Patients need to identify the sensitive area on the consent form and initial the items that apply.

Sensitive information includes alcohol, drug and psychiatric information. If this information is not completed, it may delay processing the record.

Receiving Medical Records

There are many circumstances in which the patient will be able to receive medical records in less than 7-10 days. Although the Medical Records department strives to provide excellent customer service, there are circumstances that may delay processing or impede turnaround time. For more information, please call (561) 263-7417.



 JUPITER MEDICAL CENTER



Medical Records
Release Of Information

 JUPITER MEDICAL CENTER

Medical Records

1701 Military Trail, Suite 160A, Jupiter, FL 33458
jupitermed.com/medicalrecords
(561) 263-7417 • Fax (561) 263-7416

The information provided is intended as an educational document for the consumer. There may be certain circumstances, laws and regulations that may limit or restrict releasing the patient's medical records.

Patients Have The Right To Their Medical Records

By Florida Law (Florida Statute 395.025), patients have a right to a copy of their medical records. The original medical record is owned by Jupiter Medical Center, but patients have access for viewing or obtaining copies with proper HIPAA compliant authorization.

Accessing The Release Of Information Form

Patients can access this brochure and the Release of Information on the Jupiter Medical Center website, jupitermed.com/medicalrecords.

Patients can submit the completed and signed Release of Information form via fax, (561) 263-7416, or bring to the Medical Records department. Patients without internet access must come to the Medical Records department to complete the Release of Information form.

Accessing Medical Records

Patients must provide a completed and signed Release of Information form and proof of ID (i.e. driver's license) at the time of receiving the records. In order for a spouse or significant other to pick up the records, it is still required to have the patient's signature and it must specify who the patient has designated to pick up the records. Only the designated person on the request form will be authorized to pick up the records. Medical records can also be mailed or picked up. Please note, Jupiter Medical Center will NOT fax patient records.

The Release Of Information And Consent Forms Must Include:

- Name of the patient whose Protected Health Information is to be disclosed.
- Name of person(s) whom the information is being disclosed to (i.e. hospital, doctor, insurance company, etc.).
- Reason patient is requesting information (i.e. continued medical care, personal use, legal, etc.).
- Signature of patient or individual authorized to receive the Release of Information and date form was completed.
- Authorization is only valid for each authorization form completed. If the patient comes back at a later date for records, a new authorization form must be completed.

An Authorization Becomes Invalid If:

- Hospital/facility is aware expiration date has passed.
- Information on the release form is incomplete.
- Any one of the above core elements has been omitted.
- The authorization is known to have been previously revoked.
- Hospital/facility knows information in core elements to be false.

Providing Medical Records To Physicians

In most cases, medical records will not be automatically sent to the patient's physician. If the physician orders clinical tests, the results will be sent automatically. If the patient was hospitalized, and later sent to a specialist, the patient will get copies of the medical records. Each scenario may differ. Patients should contact their physician or care provider regarding medical

record needs. Requests to physicians typically require 3 days to process.

Patients Unable To Sign

If the patient is incompetent, a copy of the Power of Attorney must accompany the signed release form. The patient's legal representative can sign for the patient, with the required documents. If the patient is a minor, (anyone under the age of 18) the parent can sign for the records. If the patient is deceased, the Medical Records department must have a copy of the Letters of Administration stating the name of the individual in charge of the estate and a death certificate. If there are no Letters of Administration, an affidavit must be signed and notarized. If the Medical Records department receives a court order, Medical Records must produce the record without the patient's consent. For any other circumstances, please call (561) 263-7417.

Cost For Obtaining Medical Records

There is a charge to copy records for the patient's personal use or for legal and insurance requests. According to Florida Statute 395.3025, Jupiter Medical Center can charge \$1.00 per page and postage if mailed.

Imaging Films

If a physician requests the patient brings images and results to the appointment, please allow 24 hours notice. Refer to the website, jupitermed.com/medicalrecords, for detailed information and the required Imaging Release of Information form.

For any questions regarding imaging, please call (561) 263-5705. Imaging films must be picked up in the Imaging department located on the Jupiter Medical Center campus.