

<b>Title: Requests for Electronic Copies of Medical Records</b>	<b>Procedure</b>
<b>Patient Age Group:</b> <input checked="" type="checkbox"/> N/A <input type="checkbox"/> All Ages <input type="checkbox"/> Newborns <input type="checkbox"/> Pediatric <input type="checkbox"/> Adult	

**DESCRIPTION/OVERVIEW**

The purpose of the procedure is to outline the process that Health Information Management (HIM) will complete to ensure that requests for electronic copies of medical records are provided the patient and or personal representative within 3 business days of request.

**AREAS OF RESPONSIBILITY**

Health Information Management (HIM)

**PROCEDURE**

1. Identification and entry into Cerner Profile.
  - a. HIM staff will review all authorizations received from the patient and/or personal representatives on a daily basis to determine if the request is for electronic copies.
  - b. Requests for electronic copies will be immediately entered in the Cerner Profile Request Manager by the HIM staff.
    - i. The required date will be entered for 3 business days from date of receipt.
    - ii. The request type will be entered as Patient/Guardian Elect.
  
2. Processing request for electronic copies.
  - a. HIM staff will process requests for electronic copies within 3 business days of request date.
  - b. Information to be printed will be based on the HSC procedure, “Designated Record Set.”
  - c. The printed information will be scanned into a PDF format by HIM staff.
  - d. The PDF file will then be placed on a CD ROM by HIM staff.
  - e. HIM staff will then notify the patient that the requested materials are ready for pick-up.
  - f. HIM staff will complete the request in the Cerner Profile Request Manager.
  
3. HIM Director will notify designee in IT the total number of electronic requests received and completed as requested for Meaningful Use tracking.

**SUMMARY OF CHANGES**

“HIM” added in Parenthesis under Areas of Responsibility (Revised 3/17)  
 “As requested” replaced monthly basis under 3. (Revised 3/17)

**DOCUMENT APPROVAL & TRACKING**

Item	Contact	Date	Approval
<b>Owner</b>	Health Information Management Department		
<b>Consultant(s)</b>	IT Administrator, HIM Operations Director, Executive Director, HIM		
<b>Committee(s)</b>	Synergy Committee		Y
<b>Medical Director/Officer</b>	Gary Iwamoto, MD, Chief Medical Information Officer		Y
<b>Finance</b>	Ella Watt, Chief Financial Officer		Y
<b>Official Approver</b>	Executive Director, Health Information Management		Y

<b>Official Signature</b>		Date: 03/02/2017
<b>Effective Date</b>		03/02/2017
<b>Origination Date</b>		6/2012
<b>Issue Date</b>	Clinical Operations Policy Coordinator	03/08/17