

LiveUp Counseling

RELEASING MEDICAL/CLINICAL RECORDS

Policy:

Release of records, letters or documents containing client information must be processed by the Medical Records Department unless the release of the written information is directly to the client or their funding source.

All other release of records or documents containing client information must be processed through the approval of the Medical Records Department and an active Release of Information must be present in the electronic records client chart.

Procedure:

The Medical Records Release Checklist must be used for records not released directly to the client. The checklist must be completed with the applicable release and *written* records request received from external sources in addition to the checklist.

Re-Release of Documents from other sources:

Documents released may not include documents received from other sources unless the client specifically provides a release of information for re-release.

Why is this procedure needed?

Since Pennsylvania Counseling Services is the custodian and owner of the electronic records, the Medical Records Release Department has been established to protect PCS, its employees and independent contractors from confidentiality violations which must be reported to the U.S. Department of Health and Human Services.

Complete this Checklist with the following information and documents attached:

Client Name: _____ Client I.D. _____ Client D.O.B _____

Client status: ___ active ___ discharged (provide date): _____

If under 14 years, name of person(s) with legal custody:

___ Written request attached

___ Releases relevant attached (unless D/C more than 6 mo)

Clinician Full Name: _____

Clinician phone contact: _____ email contact _____

Scan ALL & email to Medical Records: MedicalRecords@PACounseling.com

HQ: Date released: _____ Number of Pages: _____ Invoiced: _____