

## Practice Management Nugget © Webinar Learning Guide

### Can a patient have a copy of their own health record?

July 17, 2014                      30 minutes  
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#### 5 Most common scenarios for release of information

1. For continuing care and treatment
2. Released to a third party (not a care provider and not the patient) with the patient's consent
3. Released to the patient (own access)
4. Without patient consent
5. Formal Release of Information (complaint process)

#### Can a patient have a copy of their own health record?

A patient has the right to access their own records about themselves. The information that a patient provides to the healthcare provider belongs to the patient. The healthcare provider is responsible to maintain the information on paper or in a computer and 'owns' the documents.

If the patient requests to receive a copy of their own health record, the patient usually completes a 'consent to release form' and the office retrieves, reviews, and processes the records. Sometimes there is a charge for the time and effort required to prepare the patient's information or the healthcare provider may choose to waive the fee.

#### Valid consent criteria

1. Identify the individual (patient)
2. Who has been authorized to disclose
3. To whom
4. Explicitly what information
5. For what purpose
6. Legal authority
7. Patient acknowledgment
8. Date, sign, valid until

#### Requesting records from other practices

If a patient asks a physician to transfer his or her patient records to a new doctor, fee guidelines established by the Alberta Medical Association may apply. In Alberta, a physician may not charge another healthcare provider for the exchange of limited patient information such as a copy of a discharge summary.

REQUEST FOR HEALTH RECORDS

To:

From: [Patient Name, Address, Phone Number]

I am now attending «A\_CLINIC\_NAME» for medical care with Dr. \_\_\_\_\_

I would appreciate your sending, at your earliest convenience, a summary of medical records that may be in your possession.

I, \_\_\_\_\_,  
(Full Patient Name)

Date of Birth: \_\_\_\_\_ AHCIP# \_\_\_\_\_

give consent for

Dr. \_\_\_\_\_ of \_\_\_\_\_

to disclose: \_\_\_\_\_

(specify the nature of health information)

for the purpose of continuing care and treatment and / or \_\_\_\_\_

(Indicate how information will be used/disclosed)

Please send my summary record to:

[Dr Name, Clinic Name, Address, Fax Number, Phone Number]

I acknowledge that I have been made aware of the reasons for the disclosure of the above information, and the risks and benefits associated with consenting to its release.

I understand that I make revoke my consent at any time, by providing a signed, written statement to that effect.

I understand that this is an uninsured service not covered by my medical insurance plan. I realize that there may be a charge for this service and that I am responsible for it. Please contact me concerning the fee, if any, prior to copying my records. In Alberta, a physician may not charge another healthcare provider for the exchange of limited patient information such as a copy of a discharge summary.

Date: \_\_\_\_\_ Valid Until: \_\_\_\_\_

Signature: \_\_\_\_\_ Print Name: \_\_\_\_\_

Witness: \_\_\_\_\_

### Releasing records of minors

Health Information Act assumes everyone has the right to privacy. If an individual has the capacity to understand this right, they can exercise this right regardless of age.

### LinkedIn Group

Your comments and discussion are encouraged – join our new LinkedIn group, **Practice Management Nuggets**. When you are signed into LinkedIn, simply go to ‘interests’, ‘groups’, search for ‘Practice Management Nuggets’ and request to join.

**FREE Resources** (see <http://informationmanagers.ca/digital-resources>):

Information Managers Ltd.

**“Can a patient have a copy of their own health record?”** July 2014.

Document Management Tips:

[Closing \(or Moving\) your Physician Practice](#)

[Privacy Statements in Plain Language](#)

Alberta Medical Association. [Health Information Act Fee Schedule.](#)

College of Physicians and Surgeons of Alberta. **“Relocating a Medical Practice”** July 2014.

**“Relocating-or-Closing-your-Practice-Read-This!”**

Also refer to [Establishing the Physician-Patient Relationship \(Standard of Practice #7\)](#) and [Patient Records \(Standard of Practice #21\)](#).

Office of the Information and Privacy Commissioner of Alberta. **“Alberta Netcare: Know Your Rights”** education material for health care providers and the public.

Practice Management Nuggets© weekly interview series with practice managers, healthcare providers, or trusted vendors who support healthcare practices. Topics include things you need to know to help you start, grow, fix, or maintain your healthcare practice. Hosted by Jean Eaton, The Practice Management Mentor. See <http://www.informationmanagers.ca/privacy-training> for upcoming events.