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INSTRUCTIONS for FAXING or PHOTOCOPYING of MEDICAL RECORD DOCUMENTS

( SOURCE: Nursing Department Standard F1.0, May, 1997 )

● Signed AUTHORIZATION TO RELEASE MEDICAL RECORDS (Form 8850315) must be completed by the patient or patient's authorized representative before faxing or photocopying documents from the patient's medical record.


● A WRITTEN PHYSICIAN'S ORDER is required to fax or photocopy documents from the patient's medical record.

● DOCUMENTS ALLOWED: Only the following documents may be faxed or photocopied. Place a "☐" in the checkbox next to each document that is faxed or photocopied.

  - ☐ Face Sheet  ☐ Transfer Note or Discharge Summary
  - ☐ History & Physical  ☐ EKG(s) / Diagnostic Study Reports
  - ☐ Recent Lab Reports  ☐ Dialysis Flow Sheet(s)
  - ☐ Radiology Reports  ☐ Operative Report(s)
  - ☐ Consultation(s)  ☐ Pathology Report(s)

● DOCUMENTS NOT ALLOWED: The following documents may NOT be faxed or photocopied:

  - Physician's Order Sheets  Treatment Kardex
  - Progress Notes  Medication Kardex (MAR)

  EXCEPTION: Only TRANSFER ORDERS or DISCHARGE ORDERS may be faxed or photocopied.

● FILE this COVER SHEET and the AUTHORIZATION FORM in Patient's Medical Record, on top of Face Sheet. Send both forms with the medical record to Health Information Management when the patient is discharged.