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Tel #: (202) 269 -  
Fax #: (202) 269 -
INSTRUCTIONS: Medical Document FAXING / PHOTOCOPYING

( Source: Nursing Department Standard F1.0 - last reviewed 04/03 )

♦ Signed Authorization to Disclose Protected Health Information (PHI: Form # 984645511) must be completed by the patient or personal representative with authority 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.

♦ The following documents may be faxed or photocopied, but this is not an all inclusive list. Check each document that is faxed or photocopied.

☐ FACE SHEET ☐ CONSULTATIONS ☐ DIAGNOSTIC STUDY REPORTS
☐ HISTORY & PHYSICAL ☐ TRANSFER NOTE ☐ PHYSICIAN'S ORDER SHEETS
☐ RECENT LAB REPORTS ☐ DISCHARGE SUMMARY ☐ PATHOLOGY REPORTS
☐ RADIOLOGY REPORTS ☐ PROGRESS NOTES ☐ MEDICATION KARDEX (MAR)
☐ OPERATIVE REPORTS ☐ EKGs ☐ DIALYSIS FLOW SHEETS
☐ OTHER (Specify):

☐ OTHER (Specify):

☐ OTHER (Specify):

♦ The Treatment Kardex may NOT be faxed or photocopied, as it is a working document for the Nursing Unit.

♦ File this Fax / Photocopy Cover Sheet Form & 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 patient is discharged.