



MEDICAL RECORDS RELEASE CU Sports Medicine

Purpose:

The purpose of this policy is to define the conditions under which medical record information can be released and the procedures that will be followed

Policy Statement:

- Release of Medical Records for CU Sports Medicine and Performance Center (CUSM) patients will be performed by Health Information Management staff of CUSM.

Procedural Guideline Statements:

1. CU Sports Medicine and Performance Center will release information from patient's records according to the laws of the State of Colorado. All patient medical records are confidential documents. The entire "HIPAA Release of Medical Information" form must be filled in before it is signed by the patient or his/her legal guardian. No information may be released from the medical record without the written authorization of the patient, his/her legal guardian, or the executor of the estate, legal personal representative or next of kin in the case of death, with the following exceptions:
 - a. Information may be released to the CUSM legal representative in the interest of CUSM in liability cases, without the patient's authorization.
 - b. Information contained in the patient medical record may be released without patient authorization when emergency medical treatment is necessary in the care of the patient.
2. Release of Information from Discharged Patient Record
 - a. Any requests for release of medical information should be referred to the Medical Records Specialist at CUSM, and will release information according to the Health Information Management policy.
 - b. Patients who are requesting copies of their records for attorneys or insurance purposes should be referred to Health Information Management.
 - c. Copies of any portion of the record will be made available within ten business days. A fee will be charged according to the current Department of Health regulations. However, the first ten pages will be provided to the patient free of charge for purposes of continuation of care.
 - d. A picture I.D. must be presented and/or signatures verified before medical information can be released.
 - e. A photocopy of an authorization or a Faxed copy of an authorization may be used in lieu of the original.
 - f. The release of patient information relates only to patient records pertaining to their care at CUSM.
 - g. Any questions regarding release of information and/or photocopying of records should be referred to Health Information Management at Boulder Community Health or University Physicians, Inc.