

## MEDICAL RECORDS PRIVACY NOTICE

It is the policy of this practice to maintain patient information confidentiality. In order to accomplish this, we have established certain guidelines of compliance.

1. All patients are required to sign a release prior to the any release of medical records.
2. Records which have been obtained from other physicians or hospitals will not be released. Patients must obtain records from the source.
3. In the event a patient is unable to sign a release, only a person with power of attorney will be allowed to sign the release and obtain records. Proof of power of attorney must be presented.
4. Ample notice should be given to allow time to copy necessary documents.
5. A charge will apply to all records released to patients or power of attorney.
6. Primary or consulting physicians may mail or fax signed requests for records. Records will be sent promptly.
7. No information will be given to family members without written authorization from patient or power of attorney.
8. On initial consultation, all patients are required to sign a release of pertinent treatment information to related insurance carriers. This information will not be released to any carrier with whom the patient has no relationship, unless a specific signed request by patient or power of attorney has been received.

The above guidelines have been established for your protection and the protection of your personal records.