

Chapter: Health Records Management	Effective Date: 6/1/17
Title: Obtaining Medical Records from the Community	Page: 1 of 1
	Replaces: HHS.85.30, 4/15/17

(a) **Standard.**

To promote continuity of health care, youth medical records from the community are requested, as needed, in accordance with legal consent procedures.

(b) **Procedure.**

- (1) The **superintendent** or **designee** obtains written consent from the parent/guardian if the youth is under 18 years of age or from the youth if the youth is 18 years of age or older. Consent is documented on the [Authorization to Release Protected Health Information \(PHI\) to Health Care Providers form, HLS-655](#).
 - (2) The **nurse coordinator for health services (NCHS)** forwards the completed consent form to the community provider and requests that the applicable medical/dental/psychiatric records be sent to the assigned institution infirmary.
 - (3) If community records are received, the **NCHS** documents all pertinent information on the [Community Records Review form, HLS-108](#), signs and dates the form, and forwards the form to the health services administrator and the unit medical provider for their review and signature/date.
 - (4) The **institution nurse** scans the HLS-108 and records received into the electronic health record (EHR).
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