

Chapter: Health Records Management
Title: Obtaining Medical Records from the Community

Effective Date: 7/15/11, T-1
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Replaces: HHS.85.30
Dated: 5/1/06

ACA Standard(s): N/A

(a) **Standard.**

Youth medical records from the community are requested as needed.

(b) **Procedure.**

- (1) Obtain written consent from the parent/guardian or from the youth if 18 years of age.
Person Responsible: Superintendent/designee
 - (2) If unable to make contact with the parent/guardian of a minor and the parent/guardian has not denied consent, complete the Consent to Release Medical Records form, HLS-655.
Person Responsible: Superintendent
 - (3) Forward the completed request to the community facility.
Person Responsible: Human services specialist (HSS)
 - (4) Scan records received into the Electronic Medical Record for the nurse/provider to review.
Person Responsible: Nurse
 - (5) Request nursing assistance, as needed, regarding medical record requests.
Person Responsible: HSS/Nurse
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