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**HOW TO OBTAIN MEDICAL RECORDS
FROM HACKETTSTOWN REGIONAL MEDICAL CENTER**

1. Patient needing records released should make request in writing to the medical records department by:
 - a. Completing an authorization form, provided by the hospital (addendum 20)

or
 - b. Writing a letter to the medical records department
(Letter must be dated and signed. Must state to whom the records should be released, and what information needs to be sent).
2. Patient must sign for the release of his/her own record. (No relative can sign.)
Exception: If patient is a minor (excluding emancipated minors, minor receiving care related to pregnancy, minor receiving care related to drug/alcohol services), or is mentally incompetent, next of kin or legally appointed guardian may sign.
3. There is **no charge** for records released to physicians or another hospital.
4. There is **a charge** for records released to attorneys and insurance companies.
5. There is **a charge** if patient wants records released to himself/herself.
Contraindication: Any contraindication that the patient has access to his medical record will be written in the patient's medical record by the physician. The medical record will then be released to the patient's authorized representative.
6. Copies of medical records will be provided within 30 days of the request.
7. If an emergency is perceived to exist, each case will be evaluated on an individual basis, and allowance made.