



L.O. EYE CARE
POLICY FOR THE RELEASE OF MEDICAL INFORMATION

(Developed in accordance with the P.A. 47 of 2004, The Michigan Medical Records Act)

Fees

- ◇ There will be a \$6.50 flat fee for each medical record request.
- ◇ Any postage or shipping cost incurred in providing copies or telephone costs in providing facsimiles.
- ◇ Medically indigent patients may receive one copy of their medical record without charge.
- ◇ These fees do not apply to record copies for the following:
 - Third party payers.
 - Crippled Children Organization.
 - Commission for the Blind.
 - Local Schools
 - When L.O. Eye Care is sharing care with a referral source or for a primary care physician.
 - The charge may be waived for patients who receive intermittent care outside of the community, e.g. a patient spending the winter in Florida. Pertinent pages of the medical record may be forwarded without charge.

Access to Medical Information:

All requests for records must have a signed release by the patient, either the LOPC form, another office's request form (doctor's office, insurance company, disability determination, school, etc.) or a written letter by the patient. The letter must be signed and dated by the patient. All requests must specify to whom the records are to be delivered to and what specific records are to be released. If the patient would like to fill out one of our forms, we can either mail or fax the release or the patient may fill one out in person. The release is also available on our website loeye.com (see HIPAA release link). **Verbal requests cannot be taken** to release records whether they are provided in person or over the telephone. Patients must complete a release form.

The only time a patient does not need to sign a release form is when his or her primary care physician or a physician who has referred the patient to L.O. Eye Care is requesting information. There will not be a charge in these circumstances. The doctor's name must be documented in the chart before forwarding the information. If the doctor's name is not documented, we would need a signed release by the patient.

If the patient is **under 18** years of age, the patient's legal guardians must sign for the records request. If the patient is **18** years of age, the parents do not have rights to the records. The patient must sign for them.

Family members **are not** able to sign for patient's records, e.g. a husband cannot sign for wife's medical records. Other individuals may sign a release for an adult patient only if he or she has been authorized to act on behalf of the patient through a Power of Attorney. A copy of the documentation appointing the representative must be presented along with the signed release. A copy of the documentation will be kept in the patient's chart.