

# THE WOMEN'S HEALTHCARE GROUP

## REQUIREMENTS FOR COMPLETION OF MEDICAL RECORDS RELEASE

When requesting medical records to be forwarded to or from another healthcare provider, please be aware of the policies and procedures for such a request to be completed by The Women's Healthcare Group.

It is very important to make your request for records as soon as possible. In most cases a records release will have to be reviewed by both a medical records custodian and your healthcare provider. This process can take time. (See Kansas Senate Bill No. 119, section 2A: by law records must be obtained or reproduced within 30 days of the receipt of the authorization.)

If you are requesting medical records from several different healthcare providers, you will need to complete a separate release form for each healthcare provider.

When completing a medical records release be sure to complete all of the items on the request form. If any item on the release is left blank, our office may return the release to you for completion. This will prolong the processing time of your records.

It is the policy of The Women's Healthcare Group to follow the guidelines set forth by the Senate Bill no. 119, and as such have documented briefly those guidelines in our Medical Records Transfer Policy:

## MEDICAL RECORDS TRANSFER POLICY

Due to the number of requests medical record transfers, we have found it necessary to charge processing fees. These fees are based on Kansas Senate Bill No. 119.

1. For records directly transferred to another physician by our office for continuing medical treatment that we have referred or for communication with your primary care physician, there will not be a charge assessed to forward your records.
2. For records given directly to patients for transfer to another physician, records released for the purpose of transferring care from The Women's Healthcare Group or any other personal use, a filing and clerical fee of \$18.97 will be charged and the following per page fees will apply.
  - Records will be provided at \$.63 per page for the 1<sup>st</sup> 250 pages and \$.45 per page for any additional pages.
  - We reserve the right to charge actual postage.

After completing your medical release form please either leave, fax or mail it to our office for processing. Please note that you will be contacted with the medical records processing fee prior to your request being completed by our office.

If you have questions regarding this policy, please do not hesitate to contact our office at (913)541-0990 Ext 316.