

Rockwood Natural Medicine Clinic

Records Release Policy

Due to the increasing complexity of treatments and to respect the patient's right of privacy; Rockwood Natural Medicine Clinic has developed the following policy regarding the release of medical records.

Your medical records are personal and confidential documents, which are kept as permanent records at Rockwood Natural Medicine Clinic. A release of records form must be signed by the patient and sent from the requesting clinic or brought in by the patient themselves. Phone requests for records release will be honored, but a signed release is needed. Upon receipt of a release of records, all medical records will be sent except the following:

- 1) Any medical or laboratory records received from another clinic or institution.
- 2) Any medical records regarding the treatment of Mental Health, Drug & Alcohol, Genetic Information, and HIV/AIDS. For these, a special request must be made by the patient that they be sent.
- 3) Any specific medical records, which otherwise would be sent as a matter of routine, will be exempt upon a written request from the patient. The written request must release Rockwood Natural Medicine Clinic from any responsibility for not providing the specific medical records and will become a part of your chart.
- 4) Exceptions to these guidelines are chart notes subpoenaed by the courts. In these cases, we must comply with the request.

It is assumed by Rockwood Natural Medicine Clinic that any time you sign a release of records request that you are aware that most all medical records are being sent. Due to the rather broad interpretation by some insurance companies, misunderstandings of a diagnosis can occur. In those cases Rockwood Natural Medicine Clinic will attempt to clarify the chart notes.

Chart notes are a way that your doctor is able to determine what is going on and to be able to assess the efficacy of treatment. They are also a way that physicians communicate between themselves in order to attain continuity of care. Therefore, chart notes are very important. It has been our policy that anytime during the interview, you may request that something not be written in the chart if it is of too personal a nature or you feel uncomfortable. Please make the physician aware at the time so that no notations are made.

