

Abington - Jefferson Health

RELEASE OF INFORMATION FACT SHEET

PATIENT RIGHTS

Patients have the right to copies of their medical records. In order to preserve patient privacy, an authorization must be completed and **signed by** the patient/guardian. In the case of deceased patients, the executor of the decedent's estate, or, in the absence of an executor, the next of kin along with a short certificate (from the County Register of Wills) or the person responsible for the disposition for the remains may provide consent for release of records. Proper photo identification will be requested prior to release of records.

AUTHORIZATION

The form must be completed in its entirety. If not appropriate, please write N/A. Please be specific about the information requested - choose an abstract, discharge summary or specific test results along with the dates of service. An **abstract** is a composite of the record that is most helpful to our patients and contains the information that is sent to physicians for continuity of care. The abstract contains the discharge summary, history and physical, consultation reports, all operations, diagnostic and laboratory results.

COPY FEES as of 9-1-2016

There are no charges for records to be sent to physicians or medical facilities for continuity of patient care. To request records for personal use, there is a charge in accordance with HIPAA and the Office of Civil Rights (OCR).

How the PHI is Maintained	Requested Format of PHI	Reasonable, Cost-Based Fee
Electronically	Electronic (Email or CD-ROM)	Flat fee of \$6.50 (inclusive of actual labor, supplies, and postage), plus applicable sales tax.
Electronically	Paper	\$0.10 per page (\$0.08 per page for actual labor and \$0.02 per page for supplies), plus applicable postage and sales tax.
Paper	Paper	\$0.10 per page (\$0.08 per page for actual labor and \$0.02 per page for supplies), plus applicable postage and sales tax.
Paper	Electronic (Email)	\$0.08 per page (actual labor), plus applicable sales tax
Paper	Electronic (CD-ROM)	\$0.08 per page (actual labor), plus \$0.22 per CD-ROM/Mailer (supplies), plus applicable postage and sales tax.
Hybrid - Electronic and Paper	Paper	\$0.10 per page (\$0.08 per page for actual labor and \$0.02 per page for supplies), plus applicable postage and sales tax.
Hybrid - Electronic and Paper	Electronic (Email and CD-ROM)	Flat fee of \$6.50 (inclusive of actual labor, supplies, and postage), plus applicable sales tax.

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Abington Hospital-Jefferson Health
Health Information Management
1200 Old York Road
Abington, PA 19001

Hours of operation:
Monday - Friday - 8:30am -5:00pm
Phone Number - 215-481-4435
Fax Number - 215-481-3139

Abington - Lansdale Hospital - Jefferson Health
Health Information Management
100 Medical Campus Drive
Lansdale, PA 19445

Hours of operation:
Monday - Friday - 8:30am -5:00pm
Phone Number - 215-361-4959
Fax Number - 215-361-4871

9-1-2016