

## EVMS Medical Group

<b>EVMS Medical Group</b>		
<b>POLICY: Release of Information</b>	<b>DATE: 3/2003</b>	
<b>CATEGORY: MEDICAL RECORD RELEASE OF INFORMATION</b>	<b>REVIEWED/ REVISED: 04/2013</b>	<b>Page 1 of 1</b>

**POLICY:** A. Information contained in the medical record shall only be released:

1. with the written Authorization of the patient; or
2. as specifically required or authorized by applicable law.

B. Method of Release:

1. Information contained in Electronic Health Record (EHR.): Copies may be printed for release. However the patient has a right to obtain a copy of the PHI in an electronic format and also to direct the department to transmit a copy directly to an individual or entity designated by the patient.
2. Information contained in Paper Chart: Information maintained in a paper chart will be released in the form of a photocopy.

C. The rules and procedures included in this document will apply equally to all EVMS Medical Group patients. EVMS Medical Group employees should contact the EVMS Risk Management Office whenever clarification of these policies and procedures is needed.