

EVMS MEDICAL GROUP

POLICY: Sequestered Medical Records

DATE: 3/2003

CATEGORY: MEDICAL RECORD RELEASE OF INFORMATION

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POLICY: The EVMS Risk Management Office may request that the medical records of a particular patient be sequestered. It is the responsibility of the practice/office manager to ensure that the records are secured under lock and key. If the patient involved is a current patient, the medical record area shall retain a copy for use in the continuing care of the patient. If the provider objects to using this copy, the EVMS Office of Risk Management should be notified. Similarly, the medical record area shall retain a copy of all ongoing medical information (i.e., progress notes, test results, etc.); all copies shall be clearly marked (Exhibit 4) before filing in the copied medical record and the original documents placed with the original record. When sequestration is requested, medical records personnel shall attempt to gather all original documents including but not limited to x-ray films, EKG results, pathology slides, etc. Notify the EVMS Risk Management Office of any request for medical information from the patient or patient's attorney if the original chart has been sequestered.