Authorization for Release of Information
Information Sheet

These are general guidelines to help you complete your request for medical records and ensure that your request will be processed timely.

• If you are a patient requesting records be sent to an attorney, insurance company for underwriting or payment of a claim, a cover letter from the organization must accompany your authorization form.
• There may be a charge for your records - per Minnesota Statute 144.335.
• Blank sections will necessitate our returning the form to you and will cause a delay in your obtaining the records.
  Please review and complete all sections pertaining to your request.
• If records are needed by a certain date, please indicate in appropriate section.
• PNHS Mental Health/Chemical Dependency records will not be released unless indicated (see appropriate box on form).

Patient requesting records for self with separate provisions for emancipated minors:

• Under 18: emancipated minor must sign for own records as well as minor receiving treatment for chemical dependency, family planning or STD (sexually transmitted disease).
• If age 18 and over, the authorization must be signed and dated by the patient.
• Under 18 and not emancipated or receiving legally protected treatment: authorization must be signed and dated by parent/legal guardian.
• MN law provides that records requested by a patient for review of current care be copied without a fee to the patient. Also PNHS does not charge for records needed for continuing care or referral if the records are sent directly to the doctor's office or hospital.
• Legal documentation must be sent regarding legal guardianship, medical power of attorney, death certificate, etc. This will be placed in the medical record.

Attorneys, insurance companies, disability insurance requesting records:

• Authorizations to release records must be HIPAA compliant.
• The patient must have indicated PNHS to the holder of the records requested.
• The authorization must state your company name as the person or firm who is to receive the records.
• The authorization signed and dated by the patient/legal guardian may be required to process your request.
• You will be billed for the copying fees, retrieval fees and postage for non-claim requests per MN Statute 144.335.
• Per the PNHS Fax Policy records will not be faxed except for continuing or emergent care.
  o Exception: Immunization records or TB (Tuberculosis) Skin Test (Mantoux) results may be faxed if requested.
• Health Information Management does not accept faxed requests, please send via US mail.

X-ray film requests:

• You must contact the radiology departments for films. The Health Information Management department does not store radiology films. Please contact the Radiology Film Library at 952-993-5427 to request the films.