Park Nicollet™

Authorization for Release of Information Guidelines for Completion
Below are guidelines for completing your request for medical records and to ensure timely processing. Please call Health Information Management Call Center at 952-993-7600 option #4; Monday – Friday - 7:00am – 5:00pm with questions.

Patient
- Complete ALL patient information boxes.

Information to Be Released
- Check off any/all boxes that pertain to medical records you are requesting to be released.
- If there are specific records, (i.e. back surgery, OB records, or specific date of service, clinician, etc); enter that information in the *Records Concerning/Dates Requested/Special Instruction* Section
- If you are requesting actual films; check appropriate radiology box(s). If no films are required leave blank.

Purpose of Release
- Check off box that most accurately describes the reason for your request.

To Whom Should Information Be Released – where Park Nicollet is sending records.
- Complete all sections – if any information is missing your request cannot be processed, it will be sent back to you for completion.
- Records will only be faxed to another medical care facility for the purpose of continuation of care. **Attorney, insurance, or personal use requests will not be faxed.**

Method of Delivery – when requesting medical records check only one box.
- If you want records mailed to you – check *Mail Before* (appointment date) box. If you have upcoming appointment enter appointment date – DO NOT USE STAT, ASAP, URGENT – by entering a date, this ensures that your records will be available at your appointment. If you are picking up records – check *I will pick up on* box – enter the day on which you will pick up records. You will be called when records are ready for pick up. **Picture ID is required for all record pick-ups. Written permission is required if someone other than patient is picking up medical records.**
- If you want records sent to you (patient) electronically – check Via secured email box and enter your email address in Patient email address section. **Records will be electronically delivered/viewable within 3 business days of request. Special note: You need internet access to view your records.**
- You will receive an email from HealthPort, a Park Nicollet copy service vendor, with your user information for electronic access to your requested records.

Method of Delivery (continued) billing records
- If you want billing records mailed to you – check Mail before box. If you need by a specific date(s) - enter date(s).
- If you are picking up billing records – check I will pick up on box – enter the day on which you will pick up records. Picture ID is required for all billing record pick-ups. Written permission is required if someone other than patient is picking up billing records.
- If you want billing records electronically – check On CD box. CD will be sent to you via US mail. Special note: To view CD requires PDF reader software.

Authorization and Revocation
- Sign authorization, date authorization.
- Authorization is valid for one year – records requested up to the date on authorization will be released for one year after the date on authorization.
- There could be a charge for your records.

Mailing Instructions
- Mail or fax to the appropriate location – Release of Information (medical record reports and/or billing statements) OR Central Film Library (for films only).