

## **Neera Agarwal-Antal, M.D.**

### **Policy for Release of Medical Records and Information**

**POLICY:** It is our policy to obtain written consent for release of any patient's medical records or medical information. Written consent may be obtained in person or by mail/fax as long as we have an original signature on file to compare.

The purpose of this policy is to

- Ensure that our patients' medical records are not released to any unauthorized individuals.
- Develop a tracking system to document an accounting of disclosures in order to be compliant with HIPPA, Right to an Accounting. Refer to page 14 of the policies and procedures tab in the HIPPA manual.

This company is aware that HIPPA does not require written consent for all releases of medical information but chooses to implement this policy to assure the confidentiality and privacy of our patients.

The practice shall take appropriate disciplinary action against members of the workforce (employees, volunteers, trainees, etc.) who fail to comply with the HIPPA Privacy Rule and the Practice's policies and procedures for protecting the confidentiality of patient health information.