



MARATHON

FAMILY HEALTH TEAM

Title:	Medical Records Transfer Policy	Date of Issue: October 2009
		Revision Date: December 1, 2018
Approved By:	Board of Directors	Review Date: December 1, 2021

There are two procedures for chart releases: a) When the Marathon Family Health Team asks for a chart release from another practitioner and b) When the Marathon Family Health Team is asked by another practitioner for a chart release on one of our patients.

Marathon Family Health Team asks for a chart release

Marathon Family Health Team staff will ask for information from another doctor when a new patient comes to the practice and has a significant medical history. The patient must sign a “Request for Release of Medical Records” form and provide sufficient information about the previous physician so that we will be able to fax or mail the form to the other practice. The patient should be informed that we accept only photocopies and that this service is not covered by OHIP and they will likely be charged by their former practitioner’s office in order for the transfer to be initiated to us.

Marathon Family Health Team is asked for a chart release.

No information is released without a signed consent form. When the form is received from another practice or practitioner the request is forwarded to the previous MPR for authorization.

When the consent form is approved by the physician, the EMR coordinator will contact the patient by telephone or in writing to advise the patient of a \$35.00 fee for this service. If the patient is agreeable to this fee, the electronic medical record will be copied onto disc by the EMR Coordinator. This disc will be forwarded to the requesting physician along with a password. An invoice will be mailed to the patient along with a letter titled “Why Do We Charge for Chart Releases?”.

If the patient is not agreeable to the fee, the EMR Coordinator will contact the requesting facility to see if there are any specific reports that they would like forwarded, as opposed to all medical records from the last 5 years. Except in unusual circumstances, the medical record release should be completed within two weeks of receipt of the signed consent form.

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