

What to Expect When Requesting Medical Records

Please complete the authorization provided to ensure compliance with HIPAA and California state law. Completing the form in its entirety will help prevent any delays in processing your request of records. If you have an existing authorization on file, make sure it is within 12 months from the date of signature in order to be valid.



IMPORTANT NOTE:

Please be aware that City of Hope, by law, can only release information that you have **specifically requested and authorized** in the City of Hope Authorization to Use and Disclose Protected Health Information Form, nothing more. If no specific direction is given, a Release of Information Specialist will contact you for clarification.

WHAT IS PROVIDED

When requesting medical records for your health care provider, a pertinent package that includes the following documents below, should be requested, unless a specific document is needed.

- **Discharge Summary:** A clinical report prepared by a physician at the conclusion of a hospital stay. It outlines the patient's chief complaint, the diagnostic findings, the therapy administered and the patient's response and recommendations on discharge.
- **Clinic Notes:** A method of documentation employed by health care providers to write out notes in a patient's chart.
- **History & Physical (H&P):** A report which documents relevant information regarding the patient's current health condition. Information includes responses to personal and family medical histories and organ system examinations in sufficient detail to manage the patient's present condition.
- **Consultation:** A report documenting the diagnosis, prognosis and treatment of the patient's case.
- **Lab:** All laboratory reports performed during the patient's stay.
- **Radiology:** All CT Scans, MRIs, Ultrasounds, X-rays, and Nuclear Medicine Studies (reports only).
- **Radiation Oncology:** All Radiation Oncology studies, consultations and clinic notes.
- **Cardiology Studies:** EKG's, Echocardiograms, Cardiac Stress Test and reports dealing with the heart (reports only).
- **Surgery / Pathology:** Operative reports which document all aspects of surgery and the findings of any specimens removed and sent for diagnosis.
- **Chemo Therapy or Infusion Therapy:** Documents containing chemotherapy or infusion therapy procedures.
- **Other Diagnostic Studies:** Bone Marrow Transplant, Biopsy, Esophagogastroduodenoscopy (EGD), Colonoscopy, etc.