

**Your health information is protected
by State (SB 975) and Federal (HIPAA) law.**

The Hospital must be in compliance with State and Federal Law.

You are entitled to copies of your health information **under the following conditions:**

- 1) **Current valid ID is required.** A driver's license or some other picture ID is preferred.
- 2) **A valid authorization has been signed.**

The average turn-around time for a request is **2 business days** depending on the availability of the record, its completeness and the volume or number of records involved.

Under the law we are permitted to **fax health information directly to your physician** but hospital policy prohibits faxing for non-medical reasons.

To obtain records for family members:

- 1) **Verification of identification is required.** You must provide proof of your identify and relationship to the patient (see #2).
- 2) **Proper authorization is:**
 - a. An **Authorization** for Use or Disclosure of Protected Health Information signed by the patient naming you as the recipient of the health information.
 - b. A **power of attorney** which specifically states that you have the right to consent to medical care or obtain health information.
 - c. A **durable power of attorney for health care** which names you as the agent. A durable power of attorney for health care becomes effective only when the patient is incapacitated (ex: comatose) or incompetent (as determined by a physician).
 - d. **Minors** (below the age of 18):
 - i. Authorization must be obtained from the biological parents, custodial or noncustodial parent with proof of authority to obtain or from an emancipated minor.
 - ii. An emancipated minor is one of the following:
 1. married
 2. living away from home and self-supporting
 3. declared legally emancipated by a court of law
 4. pregnant and unmarried
 5. on active duty with the US Armed Forces
 6. at least 16 years old and living independently from parents or guardians

