

### **Policy for Patient Clinical Record Acquisition and Maintenance**

Welcome to Compass Medical! We are honored you chose us as your healthcare provider. We are excited to begin our partnership with you and look forward to creating an exceptional experience for you and your family.

Before your first visit, it is important for Compass Medical to acquire a copy of your medical records from your previous Primary Care Provider (“PCP”). If Compass Medical does not receive the below information before your first visit, your new Provider may not be able to create a full treatment plan or attest to any medical information or documentation (i.e. physical forms, return to work, school forms, etc.) that might be needed.

### **How Do I Get My Medical Records Transferred to Compass Medical?**

In most cases, you may need to sign a consent form to allow your previous PCP office to release your information to us. This ensures both practices will protect and safeguard your health information in accordance with the Health Insurance Portability and Accountability Act (HIPAA) and other healthcare laws.

**Specific information about your health is needed before your first visit in order to provide the best care possible. Please read the lists below to see exactly what we need:**

#### **If you are an adult male patient, please request the following information from your previous PCP:**

1. Previous 1 year of office visit notes
2. Previous 2 years of laboratory/diagnostic results
3. Previous 2 years of pathology
4. Most recent eye exam
5. Most recent colonoscopy
6. Complete immunization history records
7. Any Consult Notes

#### **If you are an adult female patient, please request the following information from your previous PCP:**

1. Previous 1 year of office visit notes
2. Previous 2 years of laboratory/diagnostic results
3. Previous 2 years of dexa (bone density)
4. Previous 2 years of mammograms
5. Previous 2 years of pathology
6. Most recent eye exam
7. Most recent pap report
8. Most recent colonoscopy
9. Complete immunization history records
10. Any Consult Notes

#### **If you have a pediatric patient, please request the following information from your previous PCP:**

1. Complete immunization history records
2. Previous two years of all medical records (if available)
3. Any Consult Notes

**Please do not send original medical records. In the instance that Compass Medical receives more than what we requested, Compass Medical will securely discard the additional information for you.**

## **Definitions: Policy for Patient Clinical Record Acquisition and Maintenance**

**New Patient:** Compass Medical considers you a new patient if you have not been treated by Compass Medical in the past or have not been treated within the last three years. For example, if you were treated six years ago and have not been seen since, Compass Medical would ask you for additional information about your health as explained below.

**Medical Record:** Your medical record is the collection of information concerning you and your health care that is created and maintained by Compass Medical staff who, in accordance with our policies, have knowledge of the acts, events, opinions or diagnoses relating to your health and made at or around the time indicated in the documentation. The medical record may include records maintained in an electronic medical record system, e.g., an electronic system framework that integrates data from multiple sources, captures data at the point of care, and supports caregiver decision making. *The medical record excludes health records that are not official business records of Compass Medical, P.C., such as personal health records managed by the patient, personal health records not received by Compass Medical, P.C., or personal health records from other sources not included in the medical decision making of the Compass Medical, P.C. patient.*

Each Medical Record shall contain sufficient, accurate information to identify the patient, support the diagnosis, justify the treatment, document the course and results, and promote continuity of care among health care providers. The information may be from any source and in any format, including, but not limited to print medium, audio/visual recording, and/or electronic display.

The Medical Record may also be known as the “**Legal Medical Record**” or “**LMR**” in that it serves as the documentation of the healthcare services provided to a patient by Compass Medical, P.C. and can be certified by the Compass Medical, P.C. record custodian as such.

The Legal Medical Record is a subset of the “**Designated Record Set**” and is the record that will be released for legal proceedings or in response to a request to release patient medical records. The Legal Medical Record can be certified as such in a court of law.

**Designated Record Set (“DRS”):** A group of records that include protected health information (PHI) and that is maintained, collected, used or disseminated by, or for, a covered entity (e.g. Compass Medical, P.C.) for each individual that receives care from a covered individual or institution. The DRS includes:

1. The medical records and billing records about individuals maintained by or for a covered health care provider (can be in a business associate’s records);
2. The enrollment, payment, claims adjudication, and case or medical management record systems maintained by or for a health plan; or
3. The information used, in part or in whole, to make medical decisions about individuals.

**Protected Health Information (“PHI”):** PHI is individually identifiable health information that is transmitted or maintained in any medium, including oral statements.

**Authentication:** The process that ensures that users are who they say they are. The aim is to prevent unauthorized people from accessing data or using another person's identity to sign documents.

**Signature:** A signature identifies the author or the responsible party who takes ownership of and attests to the information contained in a record entry or document.

**Clinic Record / Shadow File:** A folder containing COPIES ONLY of information from the medical record used primarily by clinicians in their office or clinic setting. These COPIES of the relevant documents from the original medical record are NOT part of the legal medical record.

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