



**Rancho Los Amigos National Rehabilitation
Center**

ADMINISTRATIVE POLICY AND PROCEDURE

SUBJECT: PATIENT ACCESS TO HEALTH RECORDS

Policy No.: B503.1
Supersedes: January 4, 2016
Revision Date: July 26, 2022
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PURPOSE:

To ensure that patients and their legal representatives have access to their health records and to obtain photocopies of such records for a nominal fee.

POLICY:

A patient and/or their legal representative must have access to and/or photocopies of their health record upon written request subject to specific contraindications by the physician and/or legal constraints.

PROCEDURE:

Health Information Management has sole responsibility for the processing and verification of any request to access health records. Any patient and/or their legal representative requesting access to or photocopies of their health record must be referred to Health Information Management, SSB 1005. Requests are processed from 8:00 a.m. to 4:30 p.m., Monday through Friday, except holidays.

If the patient is an inpatient at the time of the request, their physician must provide access to the patient and document in the health record the date and who reviewed the health record with the patient. At no time can a patient or their legal representative be permitted to review the health record without the presence of a health care professional or staff member of Health Information Management. If the patient requests photocopies of the health record at that time, Health Information Management will be contacted to provide that service.

CROSS

REFERENCE: Confidentiality of Patient Records, Police 361, January 3, 1978

Reviewed by: Annette Simmons

AL: dk

EFFECTIVE DATE: February 15, 1994

COUNTY OF LOS ANGELES • DEPARTMENT OF HEALTH SERVICES

APPROVED BY: