

WHEN YOU NEED A COPY OF YOUR MEDICAL INFORMATION

As a patient, you have the right to request that Associated Skin Care Specialists release information from your medical record to you or another party. Because patient information is private and confidential, a valid authorization must be obtained that follows the Health Insurance Portability and Accountability Act (HIPAA) regulations.

As a convenience to our patients, a printable authorization may be obtained online. Authorization forms can also be picked up at the front desk at each of our clinics. You may also call and ask that the form be mailed or faxed to you. Once the authorization form is received with all the necessary information provided and validated, Associated Skin Care Specialists will provide the medical information requested within 30 days. If your information is needed in a more timely manner arrangements need to be made by calling 763-571-4000 and speaking to one of our medical records representatives.

As a service to our patients, one copy of your medical record will be provided to you when needed for further medical treatment, with no charge. You may also receive copies of updated information free of charge. However, a reasonable fee may be charged for additional copies or when needed for reasons other than seeking further medical treatment,

Confidentiality of patient health information means your records are private and cannot be released without appropriate written authorization. Exceptions to this rule are:

- For emergency care by another health care provider
- When a patient is transferred to another health care provider for continued care
- To other providers within a related health care entity for the current treatment of the patient
- For administrative function such as audits, quality assurance, licensing and accrediting
- To comply with statutory reporting requirements like infectious disease and child abuse
- For court orders

If you have questions about how to receive a copy of your medical records, you may speak to one of our medical records representatives.