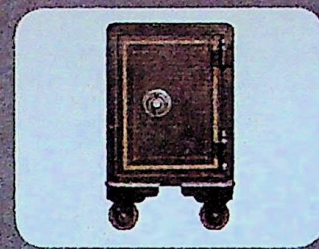
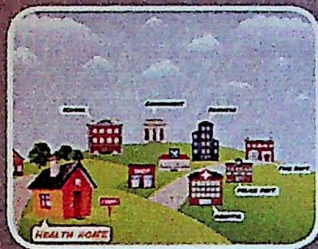


SET THE RECORD STRAIGHT



They're Your Records About Health—Request Them On Your Terms

Set the Record Straight

Health information is powerful – it can be an important tool when establishing a wellness plan, making an accurate diagnosis or devising a treatment regimen. Gathering, assembling and maintaining your medical records is an important step toward taking control of your health. Unfortunately, most providers do not have a complete picture of your past health and medical care history because that information is seldom found neatly filed away in any one place. Your medical records are often spread out among all of the places you have sought care. The hospital, your providers' offices, the pharmacy...they all have a piece of your medical history. Stop relying on the system to organize your health information and instead take control of your own health by creating a Personal Health Record.

I. I WANT TO COLLECT MY MEDICAL RECORDS



- ✓ **IT'S MY INFORMATION — I OWN IT.** The place where you received medical care has retained records from your visit and is obligated by federal law -The Health Information Portability Accountability Act (HIPPA) to protect them. They are however, your records. The provider may charge you a "reasonable" fee for making and sending copies to you, but it should be done within 30-days.

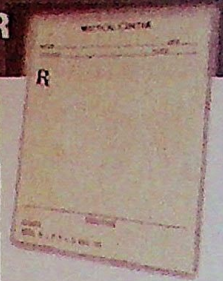


- ✓ **THE NEVERENDING STORY.** Your medical records include a vast array of information- after visit summaries, diagnosis, test or lab results, prescription medications, immunizations, dates and results of preventive care screens and procedures, surgeries, health conditions, illnesses, allergies, hospitalizations, information on your lifestyle, family history etc. Request the information that matters to you most.



- ✓ **CHARRRRGE.** You can take charge of storing your records. They are your records related to your health. Your provider might keep them safe for you, but ultimately, you should have control. Request your records to maintain control over them, to manage your own health, and to share them as you see fit. Reduce the redundancy of additional tests and additional appointments by presenting your new provider with your PHR in addition to other pertinent health information-find tools at www.h3po.org.

II. COMPLETE THE FORM BELOW & SEND IT TO YOUR PROVIDER



MEDICAL RECORDS REQUEST

Name: _____

Date of Birth: _____

Signature: _____

Date: _____

Contact Number: _____

Email: _____

I want the following records: _____

By: / /

** Be as specific as possible-include dates, physician names, specific diagnosis etc.*

I prefer my records in the following form:

Paper Form

Electronic Form

I will pick them up

Mail them to me

Name: _____

Address: _____

Fax them to me

Fax number: _____

Attention: _____

III. ADDITIONAL CONSIDERATIONS



- ✓ **MEDICAL RECORD VS. PERSONAL HEALTH RECORD** A Medical Record is a record that is created and maintained by a health care provider when you seek care. This record is a complete summary of the examination and any diagnoses or treatments received. It may also include information on family history and lifestyle (smoking etc.). A Personal Health Record (PHR) is a more complete and customized record that is created and maintained by you. Your PHR may or may not include medical records that you have requested from your physician, a family health history, personal health history and more.



- ✓ **LIMITS APPLY** Be aware that the health care providers and facilities where you received care may no longer be operating or may no longer have your records. It is important to request your records early and often. In the state of Washington, while some records must be maintained for 10 years others have no set time limits. If you are going to request records from over ten years ago, call and ask the facility how long they keep patient medical records. To learn more about the limits here in Washington, visit:
http://library.ahima.org/xpedio/groups/public/documents/ahima/bok1_012547.pdf.



- ✓ **PRIVACY MATTERS** Your health and medical records contain some of the most personal and sensitive information that exists about you, so keeping it private is very important. Keep your information in a secure location that is available to you and your care team when you need it but continues to be held in strict confidence.



- ✓ **STORAGE SOLUTIONS** There are many different storage options for your health records. The most important thing is to choose a location or method that you are comfortable with and that offers both security and accessibility.

PHR Storage Options:

- + Online -Google Health, Health Vault...
- + A personal computer
- + A secure flash drive (password encrypted recommended)
- + A Safe or Secure File Drawer

Visit www.ratings.h3po.org to read reviews of these storage options as well as others



- ✓ **ONLINE SECURITY** While storing your PHR online (at a site such as Health Vault, Google Health, or WebMD) may offer the most convenience there are a few security concerns you should be aware of:

- o The custodian (Health Vault, Google Health etc.) of the records may not necessarily be a "covered entity" under the HIPAA privacy rule. HIPAA only applies to health care providers, health plans, and health care clearinghouses. Therefore, it is possible that consumers may not have any privacy rights under the HIPAA law if they utilize a service that electronically aggregates medical records.
- o The website's privacy policy can be changed at any time.



- ✓ **SHARING YOUR RECORDS** Once you have decided on a storage solution and have your records in your possession, you can merge these records with other important health information to create your own PHR. Important health information may include a Family Health History, Personal Health History, a Wellness Plan, Health Care Directives, Medication lists such as our Check Your Meds Tool, dental health records, vision records, etc. Share your PHR with your providers, family members and other trusted individuals on your care team.