



HEALTH HOLDING

HAFER ALBATIN HEALTH
CLUSTER
MATERNITY AND
CHILDREN HOSPITAL

Department:	Medical Records		
Document:	Administrative Policy and Procedure		
Title:	Medical Records Release		
Applies To:	All MCH Employee		
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1. PURPOSE:

- 1.1 Set forth responsibility with standards to safeguard confidentiality of patient's information and to present the procedure relevant for releasing medical information.

2. DEFINITIONS:

- 2.1 **Medical Record Release** – release of the medical record to OPD, In-patient, and Emergency Room or to Morbidity or Mortality Committee.

3. POLICY:

- 3.1 Patient medical record is only released out of medical record department according to this policy.
- 3.2 The hospital develops and implement a policy for the release of medical records from the medical records department.
 - 3.2.1 There is a policy that describes the process for the release of medical records for patient care encounters (inpatient, outpatients, and emergency department)
 - 3.2.2 The hospital determines when to release medical records for reasons not related to direct patient care (e.g., research, utilization management, quality improvement, morbidity and mortality, and governmental requests).
 - 3.2.3 The hospital has an approval mechanism for the release of medical record for reasons not related to patient care.

4. PROCEDURE:

- 4.1 Medical Record Release to OPD:
 - 4.1.1 The OPD nurses must give a printed OPD appointment to authorized medical records staff, after through checking the medical record staff should release the patient file that is scheduled for OPD appointment on the following day.
 - 4.1.2 Each OPD nurse shall sign in the appointment and OPD Log sheet form as proof that she receives the patient files.
 - 4.1.3 At the end of the OPD visit, the medical record staff must assure that the file is intact and complete.
- 4.2 Medical records release to departments:
 - 4.2.1 A requisition form that is filled out with correct patient identifiers and with signature of the requesting physician must be forwarded to the medical records department for release.
 - 4.2.2 The medical record staff will prepare the required file and send the unit.
 - 4.2.3 All patients' files that will be given to the medical records must have a receiving form indicating the patient information and signature of the one receiving the file
- 4.3 Medical Record Release to Emergency Room:
 - 4.3.1 Records can be released to the emergency room nurses through the ER Head Nurse to the Medical Records Head/ Staff.

- 4.4 Medical record release to medical insurance (approved by Hospital Director):
 - 4.4.1 Patient Medical Records can be released to medical insurance department with a request form for insurance purpose.
 - 4.4.2 The same day the patient medical records must be returned to the medical records department.
 - 4.4.3 If not returned by the same day the head of medical insurance will inform to the medical record director about the reason for not returning.
- 4.5 Hospital committees (Morbidity and mortality committees).
- 4.6 For all other requests for release of the medical record for any other purpose, for example any judicial purpose etc. needs approval from the hospital director.

5. MATERIALS AND EQUIPMENT:

- 5.1 MOH-F-075- Tracing Card Form
- 5.2 MCH-MR-F-038- OPD Log Sheet
- 5.3 MCH-MR-F-039- OB Ward Log Sheet for Requesting The Medical Record
- 5.4 MCH-MR-F-040- Log Sheet for Sending The Medical Record to Departments
- 5.5 MCH-MR-F-041- Log Sheet for Receiving the Medical Record From Departments
- 5.6 Log Book For Medical Insurance
- 5.7 Log Book For Investigation

6. RESPONSIBILITIES:

- 6.1 Physician
- 6.2 Nurse

7. APPENDICES:

N/A

8. REFERENCES:

- 8.1 Maternity and Children Hospital, Al- Jouf, 1438.
- 8.2 Ministry of Health Medical Records Policies and Procedures, 2005.

9. APPROVALS:

	Name	Title	Signature	Date
Prepared by:	Ms. Rhodora Natividad	Document Management Control Coordinator		January 05, 2025
Prepared by:	Dr. Shaimaa Bayoumi Emara	Quality Facilitator in Medical Administration		January 05, 2025
Reviewed by:	Mr. Naif Salman	Medical Records Director		January 07, 2025
Reviewed by:	Mr. Abdullellah Ayed Al Mutairi	QM&PS Director		January 08, 2025
Reviewed by:	Dr. Tamer Naguib	Medical Director		January 12, 2025
Approved by:	Mr. Fahad Hazem Al Shammari	Hospital Director		January 19, 2025