

Confidentiality and Records Release Policy  
Timber Lane Pediatrics

**Access to Medical Records**

- All records are the property of PCHP and Timber Lane Pediatrics.
- The legal parent or guardian has the right to review the record at any time. It is advisable that an MD be available to address questions or concerns at the time of such review.
- In the case of divorced parents, the non-custodial parent has a right to access the record at any time, unless otherwise stipulated by court order. We cannot honor the request of the custodial parent not to share the child's medical record with the non-custodial parent unless so ordered by the court. Such court order must be obtained and filed in the chart.
- In the case of guardianship other than parent (s), a copy of the custody ruling should be obtained and filed in the chart.

**Request for Copies of Medical Records**

- The parent or legal guardian may request a copy of the chart at any time. This request must be in writing and filed in the chart. There is no monetary charge for a one-time copy of the chart, either in part or in full. Future copies will be \$.50 per page
- A copy of the chart can be sent to another medical office if requested in writing by the parent or guardian. As a rule, this copy would include the Problem List and Allergy sheet, Immunizations, Growth Chart, all Progress Notes and Health Maintenance Visit sheets, and Xray and Lab results for the past six months. Letters from specialists would be included only at the request of the primary MD or the parent.  
Medical records from previous medical offices would be removed from our chart and sent along with the copied information from our chart if we have the hard copystill
- Copies of medical records will not include addresses or phone numbers of parents or emergency contacts.
- All outgoing copies of medical records must be reviewed and signed off by the primary or covering MD.
- When parent picks up the record, make a copy of ID and scan it

into EMR

### **Adolescent Confidentiality**

- The adolescent patient should be assured that patient-physician confidentiality will be preserved to the extent allowed by Vermont law. It is accepted pediatric practice that such confidentiality is essential to the integrity of adolescent health care. Typically, the adolescent is made aware that exceptions would be information which would be considered by the provider to be seriously self-harmful.
- Parental access to the medical record is allowed by law as above and must be honored if requested. The exception stipulated in Vermont law Section 1.18V.S.A. & 4226 is that minors over age 12 may voluntarily consent to diagnosis and treatment for sexually transmitted diseases, family planning (i.e. birth control) services, or treatment related to drug abuse, without the knowledge or consent of the parent or guardian. It is our policy to advise the adolescent to inform or include the parent in these decisions whenever possible.
- Patients over the age of 18 have the right to full access to their medical record. Request for copies of the medical record to be sent to other physicians will be honored as stipulated above. Information may be shared with the parent of such patient only with the written or verbal consent of the patient.

