

## HOW TO GET RECORDS TRANSFERRED TO OR FROM GATEWAY WOMEN'S CLINIC:

1. Fill out the "Authorization to Use/Disclose Protected Health Information."
  - a. If you are asking another doctor, hospital or clinic to give your records to Gateway Women's Clinic, you would put their information in the PLEASE RELEASE INFORMATION FROM area and Gateway Women's Clinic in the PLEASE RELEASE INFORMATION TO area. If you are wanting Gateway Women's Clinic to release information to someone else, you would put our information in the PLEASE RELEASE INFORMATION FROM area and wherever you want the information sent in the PLEASE RELEASE INFORMATION TO area.
  - b. The INFORMATION TO BE RELEASED is exactly what records you are looking for. If it's just for a surgery or a delivery, you can write this information on the first line. If it's just during a certain period of time, you can put the information on the 'date range' line. If you want all the records, you can put a check mark on this line. Be aware that most clinics (Gateway Women's Clinic) will only provide the previous five years worth of documentation. If you need information further back, you may need to talk to the Records Clerk directly.
  - c. The PURPOSE OF DISCLOSURE is a privacy question and it's to make sure the information won't be used for something that you're not okay with. You can just check off the reason or write it in next to 'Other:'
  - d. The next section deals with the records that can't be released without your separate authorization. You can put your initials on the line next to the information you want included in the release. If you don't put your initials on any of these lines, none of this information will be transferred.
  - e. You then need to read the release information, and sign and date the form. If you are requesting records for another person, you will then need to provide how you are authorized to request the information.
2. You can mail, drop off, or fax the form and according to Oregon law, the facility that you are asking the records to be released from has thirty days from the date of receiving the authorization to provide the records.
3. Although Gateway Women's Clinic does not charge patients for the release of their own records (unless there is more than three requests in a 12-month period), some clinics and doctors will charge you to transfer records.
4. All Record Release Authorizations must be kept and recorded. You have the right to ask specifically where your records have been sent and to request a copy of the Authorization if you feel your records have been moved without your knowledge.