

Baptist – Release of Information

Hours of Operation: 9:00 a.m. to 5:00 p.m.. Monday – Friday

Telephone: 504-894-2173

Fax: 504-894-2460

Location: HIM Department – 2nd Floor Women’s Pavilion

Physical Address

4429 Clara Street

New Orleans, Louisiana 70115

Overview of Functions

As a patient, your medical information is kept in the strictest confidence, and safeguarding your patient information is of the utmost importance. As such, the release of information (ROI) staff is responsible for ensuring the appropriate authorization and timely release of medical records. The ROI staff process and disseminate patient information requested by patients, physicians, and other outside requestors.

How to Obtain Copies of Your Records

You have the right to review and request copies of medical information that may be used to make decisions about your care. To review or obtain copies of medical information, you must submit your request in writing to:

Ochsner Baptist Medical Center Health Information Management Department

Attention: Release of Information

2700 Napoleon Avenue

New Orleans, Louisiana 70115

You may request the copies in person or mail the request form to the above address. For your convenience, you may print and complete the authorization form below.

Ochsner may charge a fee for the costs of copying, mailing, and other supplies associated with your request. Fees for obtaining copies of records are noted below.

Fee Schedule

\$1.00 per page for pages 1 through 25

\$.50 per page for pages 26 – 500

\$.25 per page for > 500 pages

Copies of records are submitted to other physicians or medical providers at no cost.



Patient's Name _____ Date of Birth _____

Address _____

I, _____, hereby authorize

FULL NAME OF PATIENT

_____ to release information specified below from my

NAME OF HOSPITAL / PHYSICIAN / FACILITY

medical records covering the dates of service _____ to _____

The information which is checked (X) below is to be released to:

NAME OF HOSPITAL, PHYSICIAN, SERVICE AGENCY OR THIRD PARTY

ADDRESS

CITY

STATE

ZIP

Purpose for Release: Medical Insurance Legal Other _____

Check off items being released:

- Discharge Summary
- History & Physical
- Consultation Reports
- Pathology Reports
- Laboratory
- Cardiology
- Clinic Visit
- Hospital admission
- Abstract ()
- Dictated Letter
- Other _____
- Operative Report
- X-ray Report
- ER Record
- Entire Record

The patient's express authorization is required to release certain types of records, including alcohol and/or drug abuse treatment and information, HIV testing and treatment, and psychiatric treatment. To authorize release of this information, please read and sign the following:

I, _____, authorize the release of **alcohol and/or drug abuse** treatment and information.
(Patient's Signature)

I, _____, authorize the release of **HIV test results** and/or HIV treatment information.
(Patient's Signature)

I, _____, authorize the release of **psychiatric** information.
(Patient's Signature)

In authorizing the release of the confidential information identified above, I hereby waive all restrictions or privileges imposed by law and release Ochsner Baptist Medical Center and its staff from any restriction or privilege imposed by law in connection with the disclosure or release of any professional record, observation or communication. I do understand that the information that is being released may be subject to re-disclosure by the recipient and may no longer be protected. I understand that my treatment, payment, enrollment or eligibility for benefits may not be conditioned on signing this authorization.

This authorization may be revoked in writing at any time, except to the extent that Ochsner Baptist Medical Center has already taken action in reliance on it. Letters to revoke this authorization should be addressed to Ochsner Baptist Medical Center, Release of Information Department, 2700 Napoleon Avenue, New Orleans, LA, 70115.

If not previously revoked in writing, this authorization will terminate or expire upon (state the specific date, event, or condition): _____

If expiration date is left blank, authorization will expire within one year.

SIGNATURE OF PATIENT OR AUTHORIZED REPRESENTATIVE

RELATIONSHIP TO PATIENT

ADDRESS

DATE SIGNED

Ochsner Baptist Medical Center
2700 Napoleon Avenue
New Orleans, LA 70115

Phone: (504) 894-2173 Fax: (504) 894-2460

**AUTHORIZATION FOR RELEASE OF
CONFIDENTIAL INFORMATION**