

PATIENT REQUEST FOR LAB RECORDS POLICY

St. Joseph Medical Center Tacoma, WA St. Clare Hospital Lakewood, WA St. Elizabeth Hospital Enumclaw, WA
 St. Francis Hospital Federal Way, WA St. Anthony Hospital Gig Harbor, WA Highline Medical Center Burien, WA PSC

PURPOSE

To define when results may be released to a patient and what requirements must be met for the laboratory staff to complete the transaction while ensuring the security and confidentiality of patient records.

BACKGROUND

Adult patients have the right to obtain their laboratory records by any means they choose. Laboratory staff must properly identify a patient using two approved identifiers before results are released. Laboratory preference for result release is My Chart or a face-to-face interaction at the point of the specimen collection. Results may be given over the phone if signed release documentation is present as a patient comment in the LIS (or hard copy), indicating the patient desire for results to be given over the phone.

RELATED DOCUMENTS

R-F-CLT-0517 Patient Request for Lab Records

EXCEPTIONS

- Release of lab results to someone other than the patient will be conducted by Health Information Management or the physician office unless there is a power of attorney on record with the lab detailing the release.
- Certain results of testing on a minor may not be released to a parent and are not covered by this policy. Specifically, results of testing for sexually transmitted diseases, pregnancy or drug and alcohol testing may not be released to a parent depending upon the age of the minor child. (FHS Administrative Policy 250.00)
- When in doubt, consult a manager before releasing results that may be of a sensitive nature or refer the patient to HIM for release of information.

DOCUMENTATION

Patient identification and consent for the release of results is documented on the *Patient Request for Records* form. Consent for release is valid for 1 year. All signed release forms are scanned to the EMR.