

OWNERSHIP AND CONTROL OF ORIGINAL MEDICAL RECORDS

POLICY:

Original medical records contain Protected Health Information (PHI) and are created or collected by and maintained by the healthcare practitioners of APNS and are thereby the property and confidential asset of APNS

PROCEDURES:

This Policy describes the procedures required to assure the integrity of the original medical record.

1. Access to a patient's records

- a. Access to the patient's records is limited to:
 - i. The patient
 - ii. The patient's health care provider(s)
 - iii. APNS personnel for treatment, payment, and healthcare operations purposes
 - iv. Individuals and entities authorized by law or by the patient's written request to access, view, or disclose the medical record.

2. Removal of medical record from APNS

- a. Original medical record should be kept on the premises of APNS
 - i. APNS permits copying of records that are needed off premises for an authorized business purpose. Copies of original medical records must be protected and disposed of in accordance with APNS policies and procedures.
 - ii. If a court orders production of a patient's original records and those original records are taken off the premises to comply with the court order, a records custodian or other representative of APNS will accompany the original records and ensure their return.

3. Disposition of original records upon departure of a health care provider

- a. When a health care provider retires, his/her patients will be notified in writing. A copy of the patient's record will be forwarded to the new health care provider upon receipt of a written patient authorization for transfer of medical records.
- b. If a health care provider leaves APNS to go to a new practice, his/her patients will be notified of his/her departure. The patient will be informed of the process to request that their medical records be sent to the provider at their new office or to another provider. The original medical record will be maintained by APNS
- c. It is the responsibility of the department to arrange for and copy the records of patients who elect to continue to receive care from the departing health care provider or another provider not associated with APNS.

Patient request for copies of their medical records

Refer to the Authorization to Release Medical Records Policy & Procedure

Protected Health Information is information about a patient, including demographic information that may identify a patient, that relates to the patient's past, present or future physical or mental health or condition, related health care services or payment for health care services.

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