

Summit Ob Gyn LLC
331 Summit Ave
Hackensack, NJ 07601
Phone: 201-457-2300 Fax: 201-457-1715

Policies and Procedures

Medical Record Release Policy

1. No medical record will be released from the office without the expressed written permission of the patient or legal guardian.
2. Persons requesting medical records should be advised it may take 7 to 10 business days to prepare the records for release.
3. Record release forms can be obtain from our office or downloaded on our website. After a record release form is completed, our privacy policy officer will prepare the records for release.
4. Records requested by other physicians will be forwarded to the requestor at no charge. Records requested by a clinical care entity (insurance company, lawyer etc.) will be provided at a charge of \$1.00 per page to be paid by requestor or patient.
5. Records requested by the patient, request for a single copy may be obtained for a charge of \$1.00 per page up to a maximum of \$50.00.
6. As a courtesy to our patients requests for a single copy of a test result will be provided at no charge.
7. Original records are the property of Summit Ob Gyn LLC. The original record will never leave the office.
8. A minor in NJ may seek treatment for certain conditions without the knowledge or consent of their parents. Therefore, in cases of alcohol or drug abuse, venereal disease, pregnancy, family planning and abortion only the minor may have access to the medical records unless she/he specifically gives consent for the parents to obtain the information.
9. There is an implied consent when a physician to whom we have referred the patient requests records, visit information, or lab tests.