



CLINICAL DIVISIONS

HEAD PAIN
NEUROLOGY
GENERAL PAIN MANAGEMENT
SLEEP MEDICINE
BEHAVIORAL MEDICINE
PHYSICAL THERAPY
RESEARCH
NEURODIAGNOSTIC & LABORATORY
HOSPITAL TREATMENT UNIT

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ADMINISTRATION

Scott F. Madden, FACHE
Vice President & Administrator

Dear Patient:

Pursuant to your request or a request from an external party on your behalf, a transfer of medical records and/or a processing of an Attending Physician Statement (APS) has been generated through MHNI. Below is a summary of the process used to complete such a request. We hope the summary below will help clarify any questions that may arise related to the process used to complete such a request.

OUTLINE OF PROCESS

Upon receipt of a request to complete a transfer of medical records and/or an Attending Physician Statement (APS), a designated staff member will initiate the process and have your record reviewed by a clinical staff member if indicated. In most cases a properly completed and updated release of information form will need to accompany the request, or the staff member will need to obtain this release prior to processing.

If indicated, your request will be forwarded to a specially trained registered nurse who will review your medical record and summarize the clinical information necessary for processing by your MHNI physician. Upon this review, the requested information will be forwarded to the appropriate party.

REQUEST COMPLETION TIME

The time involved in completing a request varies greatly, depending upon the type of request received. Many requests require the involvement of several professionals and multiple steps to complete the review process. Therefore, MHNI has established a completion time of ten (10) business days for an APS and fifteen (15) business days for transfer of medical records once the request is received and a proper and updated release form has been obtained.

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CHARGE FOR PROCESSING

The charge for processing medical record transfers and/or Attending Physician Statements (APS) varies, depending on the amount of MHNI staff time required to complete the request. The following are examples of processing charges:

*All charges must be **prepaid** before requests are completed.*

- Prior authorization of a prescription for an insurance company (\$10–\$50)
- Oxygen prescription for an insurance company (\$10–\$25)
- Insurance company general question (\$75)
- Completion of a form for a medication to be provided at school (\$25)
- Continuation of physical therapy (P.T.) with an outside therapist (\$15–\$25)
(The initial processing of an APS for P.T. will be provided at no charge.)
- Requests for information to obtain life or health insurance (\$25)
- Determination of disability status – Initial (\$150)
- Determination of disability status – Subsequent (\$25–\$100)
- Completion of State of Michigan driving forms (\$150)
- Requests for a *handicapped* designation – Initial (\$150)
- Requests for a *handicapped* designation – Subsequent (\$150)
- Determination of leave under the Family Medical Leave Act
(during Chelsea Community Hospital inpatient stay only) (\$50–\$150)
- Completion of AATA driving forms – Initial (\$150)
- Completion of AATA driving forms – Subsequent (\$150)
- Subsequent to the first visit, letters, narrative reports, and communications to attorneys and insurance companies (\$50–\$200)
- C-PAP forms (\$25)
- Prescription for TENS unit (\$25)
- Attendant care forms – Initial (\$150)
- Attendant care forms – Subsequent (\$150)
- Phone APS (\$75)
- Transfer of medical records to physician (one transfer provided at no charge) Charge per page + actual postage
- Any copy of medical records to patients (one copy provided at no charge) Charge per page + actual postage
- Copies of records for, but not limited to, insurance companies, attorneys, other agencies, etc. Charge per page + actual postage

We hope the above summary helps to clarify the process related to completing a request to transfer medical records and/or complete an Attending Physician Statement. If you have any questions, please feel free to contact the MHNI Medical Records Coordinator toll free at (800) 518-3639.

Sincerely,

Medical Records Coordinator
SM:daj 1/27/09 2/12/09 11/1/10