

# Standard Procedure: Disclosure of Record to MDH Facilities

Policy &amp; Procedure SGH012990

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**Purpose**

To provide pertinent medical information to health personnel responsible for the patient's care without written authorization of the patient, legal guardian, or his/her family member.

**Approved by**


Monica Chawla, M.D., FAPA,  
Chief Medical Officer

1/4/24

Date

**MDH Facilities:**

Thomas B. Finan Center

Springfield Hospital Center

Spring Grove Hospital Center

Clifton T. Perkins Hospital Center

Holly Center

Western Maryland Center

Potomac Center

Eastern Shore Hospital Center

Or any other MDH owned and operated Facility



Marie Rose Alam, M.D., FAPA,  
Chief Executive Officer

1/4/24

Date

Referenced Material used in Formulation of Procedure

Office of the Attorney General, Maryland Department of Health- Disclosure  
of Records Between MDH Facilities, dated 6/12/87, Varda N. Fink, Acting  
Principal Counsel

MRA/tg

Revised: 1/29/90, 3/28/92, 5/95, 3/15/11, 5/28/14, 10/18/17, 12/15/23

Reviewed: 08/98, 4/9/01, 8/28/03, 9/3/04

1/18/08 disclose- 1995

**Method**

- A. When a MDH facility needs the medical records of a patient from other MDH facilities in order to provide authorized care and treatment to that patient, the Director of the Health Information Services Department or his/her designee will call the Director of Health Information Services of the MDH facility and request the desired medical information. The Health Information Management (HIM) Department of the facility that has the information will copy the medical information as soon as possible (ASAP) and send the information to the requesting hospital.
- B. When information is released by Spring Grove to another MDH facility, the SGHC medical records personnel will enter the following information into the correspondence logbook:
  - I. Patient name and hospital number.
  2. Date telephone request received.
  3. Name of person and facility to whom information is to be mailed.
  4. Date information mailed to requester.
  5. Total number of pages (medical information) mailed.