

Frequently Asked Questions

Q: My child's school needs a copy of immunization records. How do I request that?

A: You must sign a release form. You can stop into our HIM department or we can mail a release form to you.

Q: Can a patient review and/or receive copies of their own medical record?

A: Yes. Patients have a right to access their own medical records. A written, signed authorization request needs to be filed with Health Information Management — Release of Information. You may also view your medical records by appointment in the Release of Information department.

Q: Who is authorized to sign the authorization form?

A: The authorization must be signed by the patient age 18 or older, a parent if the patient is a minor, or the patient's legally empowered representative/guardian.

Q: What if the patient is deceased?

A: If a patient is deceased, the authorization must be signed by the appointed personal representative. Otherwise, a surviving spouse, an adult child, a parent, or responsible next of kin may authorize release of records.

Q: How long does it take to receive requested information?

A: We process requests as quickly as possible. We do require a minimum of 24 hours from the time we receive the request to process it.

Q: When you send records to another facility do you send copies or the original?

A: The medical record itself is a legal document and the property of Perham Health. Therefore, the original medical record stays at Perham Health and copies are sent to the other facility.

Q: Who can pick up medical records?

A: If someone other than the patient will be picking up copies of medical records, please let us know in advance. The person picking up the medical records must bring written authorization from the patient.