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MEDICAL RECORD POLICIES

In accord with the HIPAA regulations and our long-standing policies, Oncology Care Consultants' staff strives to make your medical records as accurate as possible and available for your review, while maintaining your confidentiality. However, for medical/legal reasons, it is important for you to understand that all medical records are the property of this practice and must be protected.

Therefore we have established the following policies:

1. In accord with federal law (HIPAA) we will provide copies of your records to other physicians, laboratories, radiology centers or your insurance company as required for your treatment, health care operations, or insurance payments.
2. Copies of your records will be released only upon your specific authorization.
3. We are happy to allow you to review your records upon written request. These reviews must be scheduled in advance, and will be at a mutually agreeable time. To protect the record and to answer any questions you might have, a member of our staff will always be present during your review of the record.
4. If you would like to add to or amend your medical record, you may write a letter to your physician detailing the changes requested. He or she will review the request and add the information to your record if appropriate. You will be notified of his or her decision.
5. We are happy to provide you with some (four or less) personal copies of X-ray reports or lab tests at no charge. To save the expense of pulling your record from files, we ask that these requests be made only at the time of your office visits. To avoid inconveniencing other patients, these records will only be copied after office hours and will be available for pick-up the next day. If you would like them to be mailed to you, please provide a stamped, self-addressed envelope.
6. More extensive copies of your record are available to you or your designee only upon written authorization and advance payment for your records. These requests will be fulfilled as time permits, and we will apply the Maryland approved charge for this service.
7. We hope you find this information helpful. If you have any further questions, please do not hesitate to ask.