

POLICY MANUAL

Subject: Patient's Access to Psychological/ **Effective Date:** 2/1/94
Psychiatric Testing and Evaluation

Initiated By: Cinde Stewart **Approved By:** William C. Anderson
Quality Improvement Director Medical Director

Review Dates: 1/15/03 RML, 11/08 RJ/DNF **Revision Dates:** 8/20/99 CSF, 01/12 DNF
05/09 BLA, 03/10 RJ, 11/13 SGDF, 11/14 SG

POLICY:

Psychological and/or psychiatric testing and evaluations ("testing records") are not part of a patient's general medical record. Therefore, Cumberland Heights will not provide testing records unless a request for records specifically asks for those. Although not required to do so, Cumberland Heights will provide access to testing records unless upon review, the Chief Medical Officer determines that such would be detrimental to the patient's health.

PROCEDURE:

1. If a current patient or former patient specifically requests testing records, the Medical Records office should advise the patient that Cumberland Heights recommends the patient not review such records. However, the Medical Records office should inform the person that, as an alternative, the person may sign a release for a qualified clinician to receive testing records and then may consult with that clinician regarding the results.
2. In addition, Medical Records staff should notify the Chief Medical officer of the request and ask for his/her recommendation on releasing the information. If the Chief Medical Officer agrees that the release of the testing records is not detrimental to the patient and that no specific review is needed, the Medical Records office may process the request by routine methods.