

McLaren Print System Order

Order No: 82022
Order Date: 2024-01-03
User: Amber Coss
Phone: 231-487-7097

Ship Location: McLaren Northern Neurosciences- Medical Office Building Attn: Amber Coss
560 W Mitchell St. Suite 340
Petoskey, MI 49770

Brochures
Quantity: 10
Paragon Dept No: 50690
Dept Name: Neurosciences
Company Number: 810

Order Total Price: 20.00

Item Number: MMG-439
Item Description: Patients Rights Request Medical Record Card
Revision Date: 11/2023
Print:
Paper:
Size:
Fold:
Finish:
Drill:
Poster:
Misc Info: 3/Pkg 3.5x8.5 SS 100# Satin Cover



1. Patient completes Release of Information form. If a patient has a legal guardian, that person must sign (office must have copy of guardianship papers).
 - Patient obtains form via website (mclaren.org) and sends to office
 - Patient comes in person to request/sign release
 - Office sends to patient via U.S. mail
 - Office sends to patient via email
 - Office sends to patient via fax
2. Patient returns Release of Information Form
 - Via U.S. Mail
 - Via Email
 - Via Fax
 - In person
3. Provide records to patient in the format they request
 - Paper records
 - Emailed (MUST be encrypted) unless patient agrees to accept the risk of being sent un-encrypted
 - CD/flash drive
 - Fax
4. Timeline to provide records
 - Within 30 days of being requested
 - If more than 30 days (due to offsite storage), notify patient of delay
5. Fees for copies
 - If less than 100 pages, FREE
 - If more than 100 pages, send to MMRA
6. Customer Service Number for MMRA for patients
 - Email Ian Anderson at ianderson@mclaren.com
 - Call 1-480-706-6719 and ask for Ian Anderson

Spec Info: