

Clinical Record Release Form

Allevia Hospitals must always meet its legal requirements under the Health Information Privacy Code 2020 to maintain confidentiality and privacy of patient information. This includes appropriate access and release of a patient's clinical record.

Patient's clinical records are accessible only by those authorised to have access. The Clinical Records Coordinators and Duty Managers afterhours are authorised to manage this access and any subsequent release.

The original clinical record can only be released to the coroner or the police on formal request. In all other instances a photocopy of part or all of the clinical record is to be made for the release.

Evidence of the request and confirmation of receipt is required to be filed in the patient clinical record along with a copy of the photocopied record faxed through.

Type of release: Photocopy of part or all of the clinical record Full original clinical record

Details of specific record requested for release:

Patient Name: _____ Patient NHI or DoB _____

Phone/email contact: _____

Request made by: Patient Other: (Specify) _____

Reason for Request:

Signature/Date: _____

Identity Check: (Obtain copy of and attach to this form)

Passport Driver's License Other (Specify) _____

Authority given by:

Name: (Print) _____ Designation: _____

Signature: _____ Date: _____

Confirmation of receiving clinical record: (if picked up in person)

Name: _____

Signature: _____ Date: _____

Send completed form to: clinicalrecords@allevia.co.nz

Physical Address: Allevia Hospital Epsom Clinical Records Dept, 98 Mountain Road,
Epsom 1023