

**UNIVERSITY OF FLORIDA COLLEGE OF MEDICINE – JACKSONVILLE  
Resident Manual**

**RELEASE OF MEDICAL RECORDS INFORMATION**

It is the policy of the Hospital that medical record information be released only with proper consent and authorization, through the Health Information Management Department (HIM, AKA Medical Records). **Tracking of requests for copies of medical records is a HIPAA requirement and is performed by the HIM Department.**

The proper procedure for requesting records is outlined in **Shands Policy HIM-01-020 Procedure for Requesting Medical Records for Non Patient Care/Patient Care.**  
RELEASE OF RECORDS FOR RESEARCH PURPOSES -The Health Information Management Department of Shands Jacksonville will provide records for the purpose of performing research after approval through the IRB process. Refer to **Shands Policy HIM-02-123 Release of Records for Research Purposes.**