

# Frequently Asked Questions

The following information applies for patients seeking health information records for services received through Hudson Hospital & Clinics. (Hudson Physician – WWMA medical records can be obtained through their medical records department by calling (715) 531-6800.)

If you have medical record questions not answered here, please call our hospital's Health Information Management team at (715) 531-6230, Monday through Friday, 8 a.m. to 4:30 p.m.

**Q: How can I get a copy of my medical records released to me or a third party?**

A: Health Information contained in the patient medical record may only be disclosed with the authorization of the patient or their appointed representative. The appropriate form is available below. You will need to sign this form and return it to our Health Information Management department before we can release your medical records to anyone.

**Q: How long does a request for medical records take?**

A: Please allow 48 business hours for processing your request.

**Q: Can a family member or friend sign a consent form for a copy of my medical records?**

A: No one other than the patient or the patient's appointed representative may sign the consent form. In the case of a minor child, a parent may sign the consent form. Proof of appointed representation is needed to release records.

**Q: How can I receive my medical records after the hospital received the Health Information Authorization form?**

A: We can mail your medical records to you or a third party, or you may pick them up at the hospital. Medical records cannot be faxed due to lack of confidentiality.

**Q: If I had a procedure done at another hospital, is that information in my medical records at Hudson Hospital & Clinics?**

A: Hudson Hospital only has a legal medical record for procedures done at Hudson Hospital. To inquire about medical records on procedures done at other health care organizations, you must contact each individual hospital or clinic.