



120 East Trinity Place • Decatur, GA 30030

Phone (404) 378-2300 • Fax (404) 378-2394

DOCUMENTATION REQUEST

Client Name:	DOB:
Requested date: From	To
Is the client still receiving services with our agency: <input type="checkbox"/> Yes <input type="checkbox"/> No	If No, when did service end?
Has the client completed an AUTHORIZATION TO RELEASE/RECEIVE INFORMATION form to allow Pathways Transition Programs, INC (PTP) to share information with you/your agency? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unknown	

Person /Agency Requesting Documentation:	
Phone Number:	Fax Number:
E-mail:	

In compliance with federal regulations and conditions outlined in the Health Insurance Portability and Availability Act of 1996 (HIPAA), a copy of a Pathways Transition Programs, INC (PTP) client file can be obtained pending receipt of a **AUTHORIZATION TO RELEASE/RECEIVE INFORMATION** signed by the client or his/her legal guardian (authorization form available for download at www.pathwaystsp.com). PTP will create a copy within thirty days after receipt of this completed form. The documents requestor may be asked to provide a picture ID.

Clients, or their legal guardians, may request an amendment to their record in writing. The written amendment, or an amendment denial with an explanation, will be mailed within sixty days after receipt of an amendment request.

Please note: PTP specializes in psychotherapy and does not release confidential psychotherapy notes. HIPPA defines psychotherapy notes as "notes recorded, in any medium, by a health care provider who is a mental health professional documenting or analyzing the contents of conversation during a private counseling session or a group, joint, or family counseling session and that are separated from the rest of the individual's medical record." PTP psychotherapy notes are only released via subpoena or court order and will be supplied within 30 days. In place of psychotherapy notes, you may request a formal summary document, which will be provided within 30 days.

The administrative cost for copies of medical records is \$25.88 plus the following:

- 97 cents for 1-20 pages
 - 83 cents for 21-100 pages
 - 66 cents for 100+ pages
- (2015 Georgia Department of Community Health Medical Records Division fee schedule)

Exceptions:

- PTP waves this fee schedule for clients who receive services funded by the Department of Family and Children Services. These clients must make documentation requests through their county DFCS office.
- PTP also provides medical records at no charge to disability benefit or vocation rehabilitation programs.