



## **Medical Records**

Copies of medical records are available from Minnesota Epilepsy Group's Medical Records Department. We take every precaution to protect the rights and privacy of our patients. To ensure the privacy of patients and their families and to comply with federal regulations, parents or guardians must sign a Consent and Authorization for Release of Information. Processing of the request can take up to five working days or longer.

### **Patient, parent, and legal guardian access to medical records:**

Patients, parents and legal guardians have legal right to information about a patient's care. Federal and state laws provide for the ability to obtain copies of medical records for a reasonable fee. Minnesota Epilepsy Group supports your legal rights and gives you access to the medical record free of charge.

### **Getting Copies:**

Our Medical records Department is open Monday through Friday 8:00 am to 4:30 pm. We can be contacted by:

Phone (651) 241-5287  
Fax (651) 241-5320

By mail: Medical Records  
225 Smith Avenue N., Suite 201  
St. Paul, MN 55102

We routinely copy the following information:

- Clinic notes
- Results of Diagnostic tests (EEG, MRI, EEG, laboratory)
- History and Physical
- Discharge Summary
- Consultations
- Operative Report

**If you are requesting additional information, please specify it on the Release of Information form.**