



**SAN DIEGO COUNTY SHERIFF'S DEPARTMENT
MEDICAL SERVICES DIVISION
HEALTH INFORMATION MANAGEMENT**

Release of Information Requests – Information Sheet

TO: REQUESTOR OF PROTECTED HEALTH INFORMATION

FROM: SAN DIEGO COUNTY SHERIFF'S DEPARTMENT, MEDICAL SERVICES DIVISION (HIM)

Please use this information sheet as a guide in obtaining copies of your medical record. We recommend medical record requests for your personal use be made after you are released to assure you obtain a complete copy for your purposes. Please read the below process on obtaining copies:

- A completed and signed Release of Information form (J224) should be forwarded to Health Information Management (HIM).
- A fee of twenty cents (\$0.20) per page will be charged for releases for personal use. An invoice will be provided/mailed to you. Please arrange to have a cashier's check or money order sent to the address of the facility listed below and made payable to the San Diego County Sheriff's Department. The request will be processed once payment is received and the requested medical records will be sent to the person/party indicated on the Release of Information form. Send payment to:
**San Diego County Sheriff's Department
Attn: Medical Services Division (HIM)
5530 Overland Ave. Ste. 370
San Diego, CA 92123
Phone: 858-974-5848
Fax: 858-974-5854**
- Complete and submit an RN Sick Call request if you are in-custody and seeking test results. A healthcare professional will schedule and explain the results to you at that time.
- Records you request while in custody may be placed in your personal property for safe keeping or provided to you in your cell. Records placed in personal property will be made available to you upon release or transfer to another correctional facility. Please be aware that you must pay any applicable fees in advance and the record must be kept in accordance with the Sheriff's Department Rules and Regulations. The Sheriff's Department has no control over the loss of privacy and confidentiality while the record is in your cell.
- Requests for mental health records may be denied. However, the mental health records may be provided to other providers as designated by your release of information request at no cost. Note: without special permission, mental health records are generally released only to other providers.
- If medical records are required for continuity of care with your provider upon release, indicate them as the receiving party and they shall receive the medical records specified by the signed authorization at no cost. They may also request the records, so long as there is a valid ROI on record indicating they have your written authorization.
- If medical records are required for court proceedings, your attorney may request them from the Health Information Management.
- If medical records are required for a benefit claim (e.g., Social Security), request the respective agency send their request, along with their signed agency authorization form to the San Diego County Sheriff's Department, Medical Services Division. The medical records will be provided to them at no cost.

Please note: Health Information Management is not permitted to charge your account for ROI requests.