

SOM- Department of Obstetrics and Gynecology	TITLE: Open Records Act	Policy: LR007
Department Guideline	Date: September 20, 2005	Rev. 0
Approvals:		
Chairman/Date	Dept. Manager/Date	

The Open Records Act is available for viewing:  
[http://www.sos.state.ga.us/archives/who\\_are\\_we/rims/best\\_practices\\_resources/open\\_records\\_act.htm](http://www.sos.state.ga.us/archives/who_are_we/rims/best_practices_resources/open_records_act.htm)

**I. Open Records Act as applicable to Medical College of Georgia Administrative Policies and Procedures**

Office of Primary Responsibility: Information Technology Support and Services

No. 2.4.06 may be viewed within the Computer Security and Backup Policy and Guideline.

**II. The URL for this information is:** <http://www.mcq.edu/Services/Legal/request.htm>

**Guidelines for Responding to Requests for Information**



1. All requests for information should be made in writing. Persons making verbal requests should be asked to submit their requests in writing. A written request will ensure no ambiguities regarding the precise nature of the information requested, and the adequacy of our response. A written request offers MCG the opportunity for review to ensure that none of the information requested is confidential or privileged. Certain categories of information (i.e., student educational records) may only be released pursuant to a written request.
2. All written requests should be reviewed to verify that we are authorized to release the material requested. For example, medical record information and student educational records require written authorization of the patient/student. Medical record information should be released only in accordance with applicable MCG Hospital & AMP; Clinic policy. Please refer any requests for medical record information to Health Information Management.
3. Information should be released only to the individual requesting it, unless specifically stated otherwise in the written request. A one-time release or

authorization for release of information does not waive its confidentiality.

4. All requests specifically made pursuant to the Georgia Open Records Act must be referred to MCG's Legal Affairs Office as required by Board of Regents policy. The Act requires a response within 3 days of the request, so please refer all requests promptly to Legal Affairs.
5. Copies of all written requests for information, as well as our response, should be retained for at least two years in case of future litigation.
6. In some cases, specific policies regarding release of information already exist (i.e., hospital medical records). Where applicable, these policies should be followed in addition to the more general guidelines described above. Contact the Legal Affairs Office if you have any question in this regard.
7. The MCG Legal Affairs Office is available to answer any questions or to provide assistance related to requests for the release of information. Please call 721-4018 or send an email to [Legal@mcg.edu](mailto:Legal@mcg.edu).

**III. Research Agreements** do contain a clause within them which is applicable to the Open Records Act:

<http://www.mcg.edu/grantscontracts/forms/NonClinicalResearchAgreement.pdf>