

# Medical Records

Protecting the security and privacy of patient information is a priority of Baptist Memorial Health Care. All information contained within the patient medical record is considered confidential and is federally protected under the Health Insurance Portability and Accountability Act of 1996 (HIPAA). Medical Records are not released without the written authorization of the patient, his legal representative, a subpoena or court order.

To obtain your records, you need to complete an **Authorization to Release Protected Health Information Authorization** form.

See [Authorization to Release Protected Health Information Authorization](#)

To read a pdf file: [Download FREE Acrobat Reader here](#)

There may be a charge for the cost of reproduction of your medical records.

To complete the Authorization to Release Protected Health Information (PHI) please print legibly the following:

1. Name and address of the Baptist facility.
2. Patient name, date of birth, social security number, and address.
3. Name of person or organization you are authorizing to release information to or request information from.
4. Check one of the following selections:
  - Disclose my health information to: Name and Address
  - Obtain/request copies of my health information from: Name and Address
5. Check the appropriate selection for purpose of use, disclosure, and/or request.
6. Fill in the specific dates of information to be requested or released.
7. Check appropriate selection of information to be requested or released.
8. Note: Authorization is valid for 90 days from date of signature unless otherwise specified (blank provided).
9. Date and sign form. Signature is the patient's or the person authorized to sign. **See note below.** Indicate relationship to patient if patient is unable to sign.  
**Note:**
  - Minors: If the patient is a minor (less than 18 years of age), the form is signed by the parent or legal guardian/authorized representative.
  - Deceased patients: The form must be completed and signed by the executor, administrator, or personal representative of the estate. If there is no executor, consent may be given by next-of-kin such as a spouse, majority consent of adult children, parent or other surviving adult relative. Legal documents must be presented showing proof of death (if patient did not die at Baptist) and evidence as person representative of the estate.
10. Mail the authorization form to the Baptist facility (Attention: Health Information Management Department) where treatment was provided. Or

you may bring it in person to the Health Information Management Department (HIM).

A list of Baptist facilities and addresses and Department of Release of information phone numbers is provided below.

BMH- Collierville  
1500 West Poplar  
Collierville, TN 38017  
(901) 861-8953

BMH-DeSoto  
7601 Southcrest Parkway  
Southaven, MS 38671  
(662) 772-4315 or  
(662) 772-4317

BMH-Rehabilitation Germantown  
2100 Exeter Rd.  
Germantown, TN 38138  
(901) 757- 3471

BMH-Lauderdale  
326 Asbury Rd.  
Ripley, TN 38063  
(731) 221-2413

BMH- Memphis  
6019 Walnut Grove Rd.  
Memphis, TN 38120  
(901) 226-5253

BMH-Tipton  
1995 Hwy. 51 South  
Covington, TN 38019  
(901) 475-5555

BMH- Hospital for Women  
6025 Humphreys Blvd.  
Memphis, TN 38120  
(901) 227-9175

Baptist Minor Medical Centers  
350 N. Humphreys Blvd.  
Memphis, TN 38120  
(901) 227-0498

Baptist Home Care & Hospice – North Mississippi  
126 Hwy 51 North  
P.O. Box 1429  
Batesville, MS 38606  
(661) 578-8402

Baptist Home Care & Hospice-Huntingdon  
631 R.B. Wilson Dr.  
Huntingdon, TN 38344  
(731) 986-3220

Baptist Home Medical Equipment  
1600 Century Center Parkway  
Suite #101  
Memphis, TN 38134  
(901) 373-8485

BMH-Huntingdon  
631 R.B. Wilson Dr.  
Huntingdon, TN 38344  
(731) 986-7023

BMH- Union City  
1201 Bishop St.  
Union City, TN 38261  
(731) 884-8565

BMH- Booneville  
100 Hospital St.  
Booneville, MS 38829  
(662) 720-5064

BMH- Golden Triangle  
2520 Fifth St., North  
Columbus, MS 39701  
(662) 244-1126

BMJ- North Mississippi  
2301 S. Lamar  
Oxford, MS 38655  
(662) 232-8167

BMH- Union County  
Highway 30  
New Albany, MS 38652  
(662) 538-2639

Baptist Restorative Care Hospital  
6019 Walnut Grove Rd., 1 West  
Memphis, TN 38120  
(901)226-0745

Baptist Trinity Home Care & Hospice  
1049 Cresthaven Rd.  
Memphis, TN 38119  
(901) 767-6767

Baptist Home Care & Hospice-Tipton  
1618 Hwy 51 South, Unit C  
Covington, TN 38019  
(901) 476-0333

Medical Alternatives Infusion Pharmacy Services  
4565 Shelby Rd.  
P.O. Box 67  
Millington, TN 38083  
(901)872-2200

Call the Health Information Management (HIM) Department in advance to confirm when a copy of the chart will be available for pickup and the copying charge. Factors

such as record availability, size of the record and the volume of requests will affect response time.

Please bring photo identification with you.

You will need to request other records from the specific department where your services were provided, such as:

**Radiology** – copies of films