



TERMS and REFERENCES

Pre-adoption Medical Record: This is the original patient medical record that may contain birth parent information and potentially the original birth name of the patient. At the time of legal adoption, no further clinical documentation is created under this medical record number.

- **Retention** – The “pre-adoption medical record” begins at the time of birth or first registration until the formal adoption occurs. This record is retained permanently or in accordance with state laws.
- **Disclosure** – Information in the “pre-adoption medical record” is only released for treatment purposes or to parties with the authority to receive the birth parent information. Disclosures of information are generally processed by Health Information Management Services (HIMS).
- **Patient Portal** – The “pre-adoption medical record” is not available for viewing through the patient portal as birth parent information may be available and inappropriately disclosed.

Post-adoption Medical Record: At the time Mayo Clinic is notified of finalization of the adoption, the new “post-adoption medical record” is created and utilized for ongoing care. Clinical information in the “pre-adoption medical record” is brought forward to the “post-adoption medical record” to support the ongoing care and treatment of the adopted patient.

- **Retention** – The “post-adoption medical record” begins at the time of legal adoption and is utilized thereafter. This medical record is retained permanently or in accordance with state laws.
- **Disclosure** – Information in the “post-adoption medical record” is released for treatment purposes or under the authority of the legal adoptive parents or guardians, or until the patient reaches the age of majority.
- **Patient Portal** - The “post-adoption medical record” does not contain any birth parent information, therefore, can be accessed and viewed via an online patient portal by the patient and adoptive parents. Without creating this new medical record, adoptive parents and patients would not have the ability to view information via the portal and all requests for information would have to be processed by HIMS.

FAQs

Q1: Why and when does Mayo Clinic create a new medical record number for an adopted child?

A1: Mayo Clinic is required to protect the birth parent information and ensure that this information remains private and confidential; therefore, at the time of legal adoption, a new “post-adoption medical record” is created.

Note: Creation of a new medical record number is not always applicable in an intra-family adoption.

Q2: When a new “post-adoption medical record” is created, how does this impact providers treating the patient?

A2: Staff in HIMS are trained to ensure that documentation needed for the care and treatment of the patient are brought forward from the “pre-adoption medical record” to the “post-adoption medical record.” This ensures that care teams have documentation for the ongoing treatment of the patient in the “post-adoption medical record” versus having to navigate between two medical records.

Records of Adopted Patients (continued)

Q3: What documentation should the adoptive parents provide to Mayo Clinic related to the child's adoption?

A3: Required documentation includes one or more of the following documents:

- Adoption Decree/Decree of Adoption
- Order of Petition for Adoption
- Finding and Order for Judgement and Decree of Adoption

Note: Typically, legal documents are signed by a judge, however, for family law matters you may see a court administrator signed judgement or order, and it is appropriate to accept those court records.

Supplemental documentation that may not indicate the adoption is finalized but may support the adoption includes:

- Birth Certificate
- Certificate/Application of Adoption
- Notice of case filing
- A document signed by the Clerk of Court
- Petition for Adoption
- Termination of Parental Rights
- Custodianship
- Guardianship

Q4: Where should you send required/supplemental adoption documentation:

A4: You may provide the documentation as follows:

- Registration Desk - Adoptive parents can provide a copy of the required/supplemental documents to the registration desk. Please be sure that all pages are included and that pages are not inadvertently omitted. The Registration Desk staff will scan the documents and send them to HIMS for processing.
- Email - Adoptive parents can email a copy of the required/supplemental documents to HIMS at PATRECUPDREQ@mayo.edu. Please be sure that all pages are included and that pages are not inadvertently omitted when scanning/transmitting.
- Mail – Adoptive parents can mail a copy of the required/supplemental documents to HIMS at the following address:

Mayo Clinic
Health Information Management Services
Attn: HIMS Data Integrity
Campus Support Center
4500 San Pablo Road
Jacksonville, FL 32224

For additional questions, HIMS can be contacted by calling 507-538-7700 and selecting option 2.