

**Georgia Board of Podiatry
Board Policy**

1. Guidelines for the Request of Records to be Released

- a. Request for records from another healthcare practitioner must be released within three (3) to five (5) working/business days.
- b. Upon receipt of a properly signed and executed release from the Patient, the podiatrist must release the patient records, original x-ray film, etc. to the patient or his/her designee within seven (7) business days.
- c. If the Board office receives a complaint against a podiatrist whereby the podiatrist will not release the records to a patient at a patient's request, a letter from the Board will be sent via Certified Mail to the podiatrist to release the records to the patient within ten (10) days of receipt of the certified letter, and submit proof that the records have been mailed to the patient (via Certified Mail) to the Board within ten (10) days as well. The podiatrist must either submit to the Board proof of the mailing of the records or respond to the Board as to why the records cannot/will not be mailed within ten (10) days of receipt of the certified letter from the Board.
- d. If the Board office has not received proof that the records have been released to the patient, or has not received a response from the podiatrist within fifteen (15) days of the date the request was mailed from the Board office, the podiatrist will be subject to the following disciplinary sanctions, which may include any or all of the following:
 - 1) Public Reprimand;
 - 2) Pay \$500.00 fine;
 - 3) One (1) year probation; and/or
 - 4) Six (6) additional hours of continuing medical education:
 - Five (5) hours of record keeping
 - 3 hours in risk management
 - 2 hours in law and rules
 - Successfully pass Ethics and Boundaries Examination.

Adopted on June 1, 2007