

CHART REVIEW REQUEST PROCESS



To request a chart review follow the steps below:

1. Requestor must have Cerner access in order to review charts
2. Send e-mail for chart review request to Sherlonda Allen @ Sherlonda.Allen@lebonheur.org
3. Chart request template form will be e-mailed to requestor
4. Complete form : Include all information requested if available
 - Study ID
 - Patient Name
 - Date of Birth
 - Date of Service
 - Medical Record Number
 - Enter FIN number (s)
5. E-mail completed chart request form to Sherlonda Allen @ Sherlonda.Allen@lebonheur.org
6. Requestor will be notified via e-mail or telephone when charts are ready for review
7. After chart review has been completed contact Sherlonda via e-mail or telephone this will allow for chart release.