

Dear Colleague,

As the Director of Clinical Services in the New Jersey Department of Children and Families, I am submitting this letter to you on behalf of the staff of the DCF Division of Child Protection and Permanency (CP&P). The Division is charged with the responsibility of providing a thorough investigation and quality services for children who are suspected of being victims of abuse and neglect. In order to fulfill our mission, we are requesting access to all medical records that reflect the care provided to our children. The legislature of the State of New Jersey has established several other provisions that enable the Division to do its job.

1. As a licensed practitioner in the State of New Jersey, we may request copies of any and all medical records pertaining to the child(ren) in question. (N.J.S.A. 9:6-8.40)
2. By law, CP&P shall not be charged a fee for reproducing these records. (N.J.S.A. 9:6-8.40)
3. CP&P falls under the federal law of HIPAA (Health Insurance Portability and Accountability Act), which provides that individual authorization or the opportunity for an individual to agree or object is not required and, thus, covered entities are not barred by HIPAA from releasing private health information (PHI) to DCP&P upon request pursuant to N.J.S.A. 9:6-8.40. (45 C.F.R. §164.512(b))
4. It is your responsibility to report any reasonable suspicion of abuse or neglect to CP&P. Reports should be made to the Child Abuse Hotline at 1-877- NJ ABUSE (1-877-652-2873) (N.J.S.A. 9:6-8.10)\*\*

I ask on behalf of all the CP&P staff that you comply with this request, and please return all records to the CP&P Worker. As a guide, CP&P is requesting the following clinical information:

- |                        |                       |
|------------------------|-----------------------|
| - Problem list         | - Immunization record |
| - Current medications  | - Growth chart        |
| - Consultation reports | - Laboratory data     |

If you have any questions concerning these provisions, please feel free to contact me at (609) 888-7111.

Sincerely



Mollie Greene  
Director of Clinical Services

\*\* N.J.S.A. 9:6-8.10-- Any person having reasonable cause to believe that a child has been subjected to child abuse or acts of child abuse shall report the same immediately to DCP&P by telephone or otherwise.