



# MEMO

## **Kiddie Kollege, Franklinville, Gloucester County Medical Record Review Information**

### ***What is a medical record review?***

A medical record review is a comprehensive examination of a medical chart. It involves reviewing notes written by physicians, nurses and other clinicians, as well as reviewing laboratory results.

### ***Why are my medical records being requested?***

A review of the medical records of children and adults who spent time at Kiddie Kollege will help determine if potential exposure to mercury in the building could be associated with any health problems that have occurred. This medical record review will help determine if further studies are needed. Each chart will be read carefully and if further medical evaluation is recommended, this will be discussed with you and your doctor. Referrals may be made to the Pediatric Environmental Health Specialty Unit at the Mount Sinai School of Medicine in New York City, or to the Robert Wood Johnson Medical School in Piscataway, NJ for further testing and evaluation.

### ***Who will review my medical records?***

One person will be primarily responsible for reviewing medical records, Dr. Mary Glenshaw. Dr. Glenshaw is an Epidemic Intelligence Service Officer from the Centers for Disease Control (CDC) and is stationed at the NJ Department of Health and Senior Services (DHSS). Dr. Glenshaw works closely with DHSS, the CDC, and the Agency for Toxic Substances and Disease Registry (ATSDR). Dr. Eddy Bresnitz, the NJ State Epidemiologist and Deputy Commissioner for Public Health Services, will supervise the medical record review.

### ***Will medical information be kept confidential?***

Yes, every measure will be taken to protect the identities of those whose medical charts are reviewed. Medical information will be kept in locked filing cabinets and names will be removed from all materials. After each chart is obtained, names will never be used to identify medical information. A unique number will be used to identify each person rather than a name. Only the researchers working on this investigation will have access to your medical information. All medical information will be destroyed at the end of the investigation.

### ***Do I have to participate?***

No, participation is completely voluntary. Your decision will have no effect on your relationship with the DHSS, CDC, ATSDR, or your doctor.

### ***I am willing to participate- what should I do?***

Please sign the consent form to grant permission to view your medical records. Fill out one form for each child (or staff). If there is more than one doctor's office, please fill out an additional form for each office. You may copy the consent form as many times as you wish. Please send the signed forms to Dr. Glenshaw by fax or mail (see below) and she will send them to your doctor.

### ***Who do I contact for more information?***

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