

Oregon County Child Death Review

Medical Records Guidance Sheet

Why Medical Records Are Essential

- Provide critical clinical details needed to understand circumstances of the death.
 - Allow medical providers to contribute accurate, informed insights.
 - Help identify medical, system, and environmental factors relevant to prevention.
 - Reduce meeting delays by giving providers time to review cases in advance.
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What Records to Request

Request only the records necessary to understand the child's medical history and events leading to the death, such as:

- Hospital and emergency department records
 - Primary care and clinic notes
 - EMS reports
 - Behavioral health records
 - Perinatal and newborn records
 - Specialty consultation notes related to the case
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Resources Available to Counties

1. Medical Records Request Cover Letter

Standard template for requesting records from hospitals, clinics, EMS, and other providers.

2. ODHS & OHA Letter of Support

Official letter citing Oregon laws permitting release of health information for child fatality review.

3. Medical Provider Contact Spreadsheet

Updated contact information for major Oregon hospitals and healthcare systems.

Best Practices for County CDR Teams

- **Request records early** once a case is identified for review.
 - **Include both the cover letter and ODHS/OHA support letter** with each request.
 - **Use the contact spreadsheet** to ensure requests go to the correct department.
 - **Track request attempts and responses** to support timely follow-up.
 - **Share records securely** with medical providers prior to the CDR meeting.
 - **Maintain strict confidentiality** in accordance with county and state protocols.
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Key Message

Timely, complete medical records are essential for effective child death review.

They ensure medical providers can offer high-quality insights, strengthen review findings, and support Oregon's statewide efforts to prevent future child deaths.