

## CEFARATTI GROUP HOLD FOR VIEW POLICY

At the written request the parties, Cefaratti Group will conduct a "Hold for View" at no additional cost. The procedure is administered electronically and requires the attorney requesting the service to provide his or her E-Mail Address.

Any party who has provided Cefaratti Group with a medical authorization for the release of Patient Health Information may initiate a request for Hold for View. If agreed to by the attorney who initiated the initial record request, the Hold for View will go forward. The standard procedure in such event is as follows:

Upon receipt of medical records\* obtained as a result of a patient authorization, Cefaratti Group will Bates® number such records and forward an electronic version of same to the attorney for a 7 day review. If no written objection is made, complete records will be released to Requesting Counsel upon the expiration of the review period. If, however, the reviewing attorney wishes to prevent disclosure of specific records, he or she may do so by notifying Cefaratti Group of the Bates number of those pages for which privilege is asserted. These documents will be forwarded under seal directly to the Court of record for *in camera* review. The unprivileged materials will simultaneously be released to counsel with notification of those pages which have been forwarded to the Court.

Note that X-rays, MRI's and CT scans cannot be sent electronically and therefore fall outside the scope of this service. Attorneys may arrange separately to appear and review such records at Cefaratti Group in person.

Any questions or notifications should be sent to [recordsinfo@cefgroup.com](mailto:recordsinfo@cefgroup.com)