

**City of Hoover Fire Department Emergency Medical Services**

**NOTE: List a contact number for the EMS Office to notify upon review of this request**

***Request for Release of, Access to, Amendment or Disclosure Restriction of Protected Health Information. (PHI)***

Date of service / incident number if known \_\_\_\_\_

Release? \_\_\_\_\_, Access? \_\_\_\_\_, Amendment? \_\_\_\_\_, Restriction? \_\_\_\_\_

Patient's Name: \_\_\_\_\_ ID: (attach copy of ID)

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

(if someone other than the Patient)

ID \_\_\_\_\_, Phone: \_\_\_\_\_

State briefly the reason for request (attach additional information if needed):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Include description of records requested: (PCR, Transport ticket, NFIRS, Insurance / payment, etc) Include date of service, incident location and type of incident if possible. Attach release authorizations, legal orders, subpoenas, etc. if applicable.**

Patient or requestor's signature and Date: \_\_\_\_\_

Department staff signature and date: \_\_\_\_\_

**Access to PHI**

The EMS Officer will act upon the request within 30 days, preferably sooner. Generally, the department must respond to requests for access to PHI within 30 days of receipt of the access request, unless the designated record set is not maintained on site, in which case the response period may be extended to 60 days.

**Amendment to PHI**

The Hoover Fire Department must act upon a Request for Amendment within 60 days of the request. If the department is unable to act upon the request within 60 days, it must provide the requestor with a written statement of the reasons for the delay, and in that case may extend the time period in which to comply by an additional 30 days.

**Restriction to PHI Disclosure**

The Hoover Fire Department is not required to agree to any restriction, and given the emergent nature of our operation, we generally will not agree to a restriction.

All requests for restriction on use and disclosure of PHI must be submitted in writing.

All requests will be reviewed and denied or approved by the EMS Officer

Attn: Fire department official...

Provide a copy of this completed form to the person making the request, forward original to EMS Officer for processing