



## Summit Fire Department

### Emergency Medical Services (EMS) Report Request

Health Insurance Portability and Accountability Act (HIPAA) [45 c.f.r. § 164.500 *et seq.* (2003)]

#### Emergency Medical Service (EMS) Reports

EMS reports are considered confidential medical records, and are protected by privacy laws. Please use the Authorization For Release of Protected Health Information form to request the record. A **clear legible** copy of photo identification (driver's license) must accompany and be attached to the request prior to release of the report.

Most third party requests require either a HIPAA authorization signed by the patient or a court order.

The Department may give a report for a deceased individual to the personal representative of the estate with completed Authorization For Release of Protected Health Information a copy of the death certificate and court order showing the appointment of the personal representative.

A report may be released to the guardian of a minor (with proof of legal guardianship), a healthcare decision maker (or an individual who is authorized to make health care treatment decisions for the patient. including the parent of a minor or an agent pursuant to a healthcare power of attorney) with completed Authorization For Release of Protected Health Information.

#### **If you are requesting EMS records:**

Summit Fire Department  
Attn: Records  
7339 West 59<sup>th</sup> Street  
Summit, IL 60501