



LAGUNA BEACH FIRE DEPARTMENT
505 FOREST AVENUE. LAGUNA BEACH, CA. 92651
(949) 497-0700 fax (949) 497-0784
fdrecords@lagunabeachcity.net

MEDICAL RECORDS REQUEST

Please note that patient documents are protected under the Health Insurance Portability and Accountability Act of 1996 (HIPAA). The release of these documents is restricted, please read pages 2 and 3 to determine if you are eligible to request records. ** Proof of identity is required.

Patient Information

Patient Name: _____ Incident Date: _____

Requesting Parties Information

Name of Requestor: _____ Phone: _____

Mailing Address: _____

Email Address (if you would like records emailed): _____

Relationship to Patient

- Patient Parent of Minor Parent/Legal Guardian of Disabled Adult Power of Attorney
 Beneficiary Legal Guardian Executor of Estate Patient Authorized Representative Representing Attorney Law Enforcement Spouse/Significant other

By submitting this form, I hereby request that the Laguna Beach Fire Department (LBFD) release the patient's health information maintained by LBFD.

Re-Disclosure: I understand that the information used or disclosed may be subject to re-disclosure by the person, agent, class of persons or facilities receiving it, and may no longer be protected by state and federal confidentiality laws.

Signature: _____ Date: _____

I DECLARE UNDER PENALTY OF PERJURY THAT THE FOREGOING IS TRUE AND CORRECT.

Please submit the following with your request:

- A clear copy of your Driver's License or approved form of Identification (see attachment) whether or not, you are the patient. (Exceptions are made for Representing Attorney and Law Enforcement).
- Documentation of legal representation/responsibility if you are not the patient.

Fees for Records: The fee (\$10) for records is based upon the current master fee schedule.
Make check payable to: City of Laguna Beach

Where to Submit this form:

City of Laguna Beach
Attn: Fire Department Records
505 Forest Avenue. Laguna Beach, CA 92651
Or via Email at: fdrecords@lagunabeachcity.net

TO BE COMPLETED BY FIRE DEPARTMENT RECORDS OFFICE:

Incident Number(s): _____ Completed by: _____ Date: _____

**Health Insurance Portability and Accountability Act (HIPAA)
Govt. Code Section-HIPAA Privacy Rule,
45 CFR Part 160, Part 164, subparts A and E**

The Privacy Rule

The HIPAA Privacy Rule gives individuals rights to control disclosure of their protected health information and the ability to access this information. A person authorized under California law to act on behalf of the individual in making health care related decisions is the individual's "personal representative." The personal representative must be treated as the individual for purposes of the Privacy Rule.

Verification of Personal Representative's Identity and Authority

The HIPAA Privacy Rule requires LBFD to:

- (1) Verify the identity of a person requesting protected health information if identity unknown to LBFD; and
- (2) Verify the authority of the person to have access to protected health information if the authority is unknown to LBFD.

Approved Forms of Identification *(All documents must be unexpired)*

- U.S. Passport or U.S. Passport Card
- Permanent Resident Card or Alien Registration Receipt Card (Form I-551)
- Driver's license or ID card issued by a state or outlying possession of the United States, provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address.
- ID card issued by a federal, state, or local government agency or entity, provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address.
- School ID card with a photograph.
- Voter's registration card.
- U.S. military card or draft record.
- Military dependent's ID card.
- U.S. Coast Guard Merchant Mariner Card.
- Native American tribal document.
- Driver's license issued by a Canadian government authority.

<i>Individual</i>	<i>Personal Representative</i>	<i>Documentation Required to Establish Identity</i>	<i>Documentation Required to Establish Personal Representative Status by one of the following</i>
Adult or Emancipated Minor	A person with legal authority to make healthcare decisions on behalf of the individual	See above approved forms of identification	(1) health care power of attorney; (2) general power of attorney for purposes which include healthcare; (3) Letters of Conservatorship (Legal document showing appointment as legal guardian or conservator)
Unemancipated Minor	Parent, guardian, or other person acting in loco parentis with legal authority to make healthcare decisions on behalf of the minor child	See above approved forms of identification	(1) If parent or guardian, a birth certificate. (2) If other person: (a) health care power of attorney; (b) general power of attorney for purposes which include healthcare; (c) Caregiver's Authorization Affidavit; (d) Court order authorizing person to consent to health care for minor
Deceased	(1) A person with legal authority to act on behalf of the decedent: (a) beneficiary, (person who receives a donative transfer of property or a successor in interest) (b) personal representative, meaning an executor or administrator of the estate; (2) A person with legal authority to act on behalf of the estate (not restricted to health care decisions); the executor or administrator of the estate	See above approved forms of identification	(1) Person acting for decedent: (a) health care power of attorney; (b) durable power of attorney (survives death); (c) document showing beneficiary: (i) will (ii) trust (iii) contract showing successorship in interest in property, (d) if decedent is intestate (no will), document showing status as an heir: (i) for spouse, marriage certificate, (ii) for child, birth certificate (iii) for next of kin, combination of documents establishing relationship (e) same documents as person acting for estate set forth below; (2) Person acting for estate: (a) court appointment as personal representative, executor, or administrator; (b) Letters Testamentary, (c) other legal document evidencing this status.