



Oak Bluffs Fire-EMS Department

6 Firehouse Lane P.O. Box 2131 Oak Bluffs, MA 02557
Telephone: 508-693-5380 | FAX: 508-693-6726



Medical Records Request Form

Requester's First Name: _____ Requester's Last Name: _____

Requester's Residential Address: _____

Requester's Mailing Address: _____

Requester's Cell Phone Number: ____ - ____ - _____ Requester's Home Number: ____ - ____ - _____

Requester's Email Address: _____

Below, list the date of the incident, location of the incident, and any other pertinent information that will locate the records you are requesting.

***Requests for records will be processed in the order of which they are received
and within 10 days as required by M.G.L. Chapter 66, Section 10.***

Before signing this document, verify that the content you are signing is correct.

Requestor's Signature: _____

Print Name: _____

Date of Submission: _____

Time of Submission: _____

----- Administrative Use Only -----

Fire-EMS Chief Signature: _____

Date: _____

Fire-EMS Chief Name: _____

Date: _____

EMS Coordinator Signature: _____

Date: _____

EMS Coordinator Name: _____

Date: _____

Date of Release/Rejection: _____

Page Number of Records Furnished: _____

Method of Release/Rejection (Mail, Email, In Hand, etc.): _____

Name of Employee Supplying Records: _____

Number of Hours to Fulfill Request: _____

**HIPAA COMPLIANT AUTHORIZATION FOR THE RELEASE OF PATIENT
INFORMATION PURSUANT TO 45 CFR 164.508**

TO: Oak Bluffs Fire-EMS Department
Name of Healthcare Provider/Physician/Facility/Medicare Contractor

6 Firehouse Lane P.O. Box 2131
Street Address

Oak Bluffs, MA 02557
City, State and Zip Code

RE: Patient Name: _____

Date of Birth: _____ Social Security Number: _____

I authorize and request the disclosure of all protected information for the purpose of review and evaluation in connection with a legal claim. I expressly request that the designated record custodian of all covered entities under HIPAA identified above disclose full and complete protected medical information including the following:

- All medical records, meaning every page in my record, including but not limited to: office notes, face sheets, history and physical, consultation notes, inpatient, outpatient and emergency room treatment, all clinical charts, r ports, order sheets, progress notes, nurse's notes, social worker records, clinic records, treatment plans, admission records, discharge summaries, requests for and reports of consultations, documents, correspondence, test results, statements, questionnaires/histories, correspondence, photographs, videotapes, telephone messages, and records received by other medical providers.
- All physical, occupational and rehab requests, consultations and progress notes.
- All disability, Medicaid or Medicare records including claim forms and record of denial of benefits.
- All employment, personnel or wage records.
- All autopsy, laboratory, histology, cytology, pathology, immunohistochemistry records and specimens; radiology records and films including CT scan, MRI, MRA, EMG, bone scan, myleogram; nerve conduction study, echocardiogram and cardiac catheterization results, videos/CDs/films/reels and reports.
- All pharmacy/prescription records including NDC numbers and drug information handouts/monographs.
- All billing records including all statements, insurance claim forms, itemized bills, and records of billing to third party payers and payment or denial of benefits for the period _____ to _____.

I understand the information to be released or disclosed may include information relating to sexually transmitted diseases, acquired immunodeficiency syndrome (AIDS), or human

immunodeficiency virus (HIV), and alcohol and drug abuse. I authorize the release or disclosure of this type of information.

This protected health information is disclosed for the following purposes: _____

This authorization is given in compliance with the federal consent requirements for release of alcohol or substance abuse records of 42 CFR 2.31, the restrictions of which have been specifically considered and expressly waived.

You are authorized to release the above records to the following representatives of defendants in the above-entitled matter who have agreed to pay reasonable charges made by you to supply copies of such records:

Name of Representative

Representative Capacity (e.g. attorney, records requestor, agent, etc.)

Street Address

City, State and Zip Code

I understand the following: See CFR §164.508(c)(2)(i-iii)

- a. I have a right to revoke this authorization in writing at any time, except to the extent information has been released in reliance upon this authorization.
- b. The information released in response to this authorization may be re-disclosed to other parties.
- c. My treatment or payment for my treatment cannot be conditioned on the signing of this authorization.

Any facsimile, copy or photocopy of the authorization shall authorize you to release the records requested herein. This authorization shall be in force and effect until two years from date of execution at which time this authorization expires.

Signature of Patient or Legally Authorized Representative
(See 45CFR § 164.508(c)(1)(vi))

Date

Name and Relationship of Legally Authorized Representative to Patient
(See 45CFR §164.508(c)(1)(iv))

Witness Signature

Date