

DEPARTMENT OF HEALTH SERVICES
COUNTY OF LOS ANGELES

SUBJECT: **RELEASE OF EMS RECORDS**

REFERENCE NO. 612

PURPOSE: To establish a procedure for release of EMS patient care records that contain protected health information.

AUTHORITY: Health & Safety Code, Section 123100 et seq.
American Hospital Association, A Patient's Bill of Rights
Healthcare Information Portability and Accountability Act (HIPAA), Public Law 104-191.

DEFINITIONS:

Protected Health Information (PHI): Individually identifiable health information that is held or transmitted in any form or media, whether electronic, paper or oral which can identify an individual or there is reasonable basis to believe it can be used to identify an individual.

Emergency Medical Services (EMS) Records: EMS records exist in different formats and include those on which written, printed, spoken or digital information is recorded or preserved. For purposes of this policy, EMS records consist of the Base Hospital Forms and EMS Report Forms; to include EMS and Base MCI Forms, Advanced Life Support Continuation Forms and Triage Tags.

PRINCIPLES:

1. Patients have the right to communicate with health care providers in confidence and to have the confidentiality of their PHI maintained.
2. Patients have the right to review and receive a copy their own medical records upon presenting to the health care provider a written request specifying the records to be copied.
3. Attorneys may request EMS records in accordance with the law.

POLICY:

Individual's requesting the release of an EMS record shall be directed in the following order:

- I. Hospital
 - A. The requesting individual will be referred to the Medical Records Department of the receiving hospital where the patient was transported.
 - B. The facility's procedure for releasing medical records shall be followed.

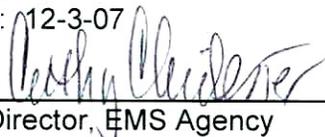
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REVISED: 12-1-10

SUPERCEDES: 12-3-07

APPROVED:


Director, EMS Agency


Medical Director

II. Provider Agency

- A. If the receiving hospital does not have a copy of the EMS record or if the patient was not transported, the individual may request the paramedic provider agency to release the document.
- B. The report shall be released only upon receipt of a:
 - 1. Subpeona Duces Tecum, or
 - 2. An authorization form signed by the patient or patient's representative such as a Release of Medical Records, Request for Patient Access to Health Information, or the provider agency's own form to ensure proper release of medical information.
 - 3. The provider agency's policy or procedure for releasing medical records shall be followed.

III. Emergency Medical Services (EMS) Agency

- A. If neither the hospital nor the provider agency is able to provide the requested EMS record, the EMS Agency may be asked to release the document. Because forms are only retained at the EMS Agency for 6 months after the incident date, the requested records may not be available.
- B. If the records are available, they shall be released only upon receipt of a:
 - 1. Subpeona Duces Tecum, or
 - 2. An authorization form for Release of Medical Records, Request for Patient Access to Health Information or similar form signed by the patient or patient's representative.
 - 3. The EMS Agency may require reasonable verification of identity, such as a photo identification, prior to permitting inspection or copying of EMS records.

CROSS REFERENCE

Prehospital Care Policy Manual:

Ref. No. 602, **Confidentiality of Patient Information**

Ref. No. 622, **Release of EMS Data**