

Falmouth Fire-EMS Operating Guideline

Release of Patient Records

Objective:

To ensure all fire and EMS personnel know what patient records can and cannot be released.

General Information:

The Fire Chief is the custodian of all patient records belonging to the Falmouth Fire-EMS Department. All release of patient information must be approved in advance by the Fire Chief.

Falmouth Fire-EMS will provide access to all records in accordance with Federal & State laws.

Guidelines:

All requests for information unrelated to Healthcare information will be reviewed by the Fire Chief in accordance with Federal & State laws if applicable.

All public Information requests are subject to a 5-business day period for completion and fees established by Falmouth Fire-EMS for copies of reports, photographs, video and data.

Only the Fire Chief may release any healthcare information in accordance with the Healthcare Information Portability and Accountability Act (HIPAA).

No member of the department may release information including photos, narratives, or reports without the advance approval of the Fire Chief.

These guidelines may be changed or altered by the Fire Chief at any time.