

**Standard Operating Procedures Manual**  
**City of Poquoson Fire and Rescue**



**City of Poquoson  
Fire and Rescue**

830 Poquoson Ave.  
Poquoson, VA 23662  
757-868-3510  
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**EMS OPERATIONS**

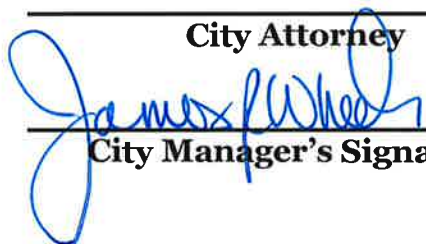
**SOP#:** EMS 18.0

**Title:** Release of Confidential Information

**Effective Date:** 04/27/2012

**Revised Date:** \_\_\_\_\_

  
\_\_\_\_\_  
**Fire Chief's Signature**

**City Attorney**  
\_\_\_\_\_  
  
\_\_\_\_\_  
**City Manager's Signature**

**RELEASE OF CONFIDENTIAL  
INFORMATION**

**I. PURPOSE**

The purpose of this policy is to provide guidance for situations in which a request to release confidential information has been received.

This SOP is not all-inclusive and cannot encompass all situations that may be encountered.

**II. APPLICABILITY**

All Career and Volunteer Personnel

**III. POLICY**

It shall be the policy of the City of Poquoson Fire/Rescue Department to release confidential information only in adherence to state and federal law.

#### **IV. DEFINITIONS**

**Confidential Information** – Confidential Information (or Protected Health Information) shall be defined as information, including demographic information collected from an individual, and is created or received by a health care provider, health plan, employer, or health care clearinghouse, and relates to the past, present, or future physical or mental health or condition of an individual; the provision of health care to an individual; or the past, present, or future payment for the provision of health care to an individual; and that identifies the individual or there is a reasonable basis to believe the information can be used to identify the individual (taken from Section 1171 of Part C of Subtitle F of Public Law 104-191: Health Insurance Portability and Accountability Act of 1996).

#### **V. PROCEDURES**

All requests for Confidential Information must be received through the Department's Privacy Officer. Should any other member of the department receive a request for protected information, this request should be referred to the Privacy Officer immediately.

After a request for the release of information has been received by the Privacy Officer, an Authorization to Release Confidential Records form must be completed and returned to Fire Administration along with one of the following forms of identify proof:

- Driver's License
- Social Security Card
- Durable General Power of Attorney
- Medical Power of Attorney
- Written authorization from patient
- Subpoena (will be released to whomever is appointed by subpoena)
- Birth Certificate (for minor)
- Insurance Card (for minor)
- Immunization Records (for minor)

- Income tax form showing minor is a legal dependant
- Court Order of Appointment as Guardian
- Written request from physician's office (for minor, records will be sent directly to the physician's office)

Once the Authorization to Release Confidential Records form and acceptable proof has been received, the records may be released to the appropriate party. A Release Receipt form shall be completed and maintained at Fire Administration for no less than 5 years from the date of release.



## City of Poquoson Fire/Rescue

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### AUTHORIZATION TO RELEASE CONFIDENTIAL HEALTH RECORDS

45 C.F.R. §164.506 and 508; HIPAA Authorization to Release Records; Code of Virginia §32.1.1-127.1:03, Health Records Privacy

The Poquoson Fire Department is hereby authorized to release confidential health records pertaining to Emergency Medical Services, care, and treatment of:

Patient's Name: \_\_\_\_\_

Name of Person requesting records (if different than Patient): \_\_\_\_\_

Address of Person requesting records: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Released To: \_\_\_\_\_  
(Person, Agency, or Health Care Entity to whom disclosure is to be made)

Description of records to be disclosed or report number: \_\_\_\_\_

Purpose of Disclosure or at the request of the individual: \_\_\_\_\_

As the person signing this authorization, I understand that I am giving my permission to the Poquoson Fire Department for disclosure of confidential health records. I understand that the Poquoson Fire Department may not condition treatment or payment on my willingness to sign this authorization unless the specific circumstances under which such conditioning is permitted by law are applicable and are set forth in this authorization. I also understand that I have the right to revoke this authorization at any time, but that my revocation is not effective until delivered in writing to the person who is in possession of my health records and is not effective as to health records already disclosed under this authorization. A copy of this authorization and a notation concerning the persons or agencies to which disclosure was made shall be included with my original health records. I understand that health information disclosed under this authorization might be re-disclosed by a recipient and may, as a result of such disclosure, no longer be protected to the same extent as such health information was protected by law while solely in the possession of the health care entity. I understand that the Poquoson Fire Department may disclose confidential health records to specific entities (e.g. other treating health care providers) for specific purposes as permitted by federal and state law without my authorization, but may not release confidential health information to any entity or person not otherwise specified by federal and state law without my written authorization.

This authorization expires on (date) or in the event of: \_\_\_\_\_

Signature of Individual or Individual's Legal Representative if individual is unable to sign:

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Date: \_\_\_\_\_

Relationship or Authority of Legal Representative (provide appropriate authorization (e.g. Durable General Power of Attorney, Order of Appointment as Guardian, or other written authorization): \_\_\_\_\_

Must provide at least one of the following:

- Driver's License (for self)
- Social Security Card (for self or minor)
- Birth Certificate (for minor)
- Insurance card (for minor)
- Immunization records (for minor)
- Subpoena
- Durable General Power of Attorney
- Medical Power of Attorney
- Court Order of Appointment as Guardian
- Written authorization from patient
- Income tax form showing minor is a legal dependant (for minor)
- Written request from physician's office (for minor, records will be released directly to the physician's office)



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POQUOSON FIRE DEPARTMENT ADMINISTRATION  
830 Poquoson Avenue  
Poquoson, Virginia 23662

By my signature below, I hereby acknowledge that on \_\_\_\_\_ I received a copy of the FIRE/EMS Report Number \_\_\_\_\_.

\_\_\_\_\_  
Subject

\_\_\_\_\_  
Date

*(If release is made to someone other than the subject patient of a report containing confidential personal health information, recipient must provide written authorization from patient for release of patient's confidential health records to the requesting individual, or a Durable General or other Power of Attorney specifying receipt of patient's health information, or an Order Appointing recipient as legal guardian of patient, prior to release of the report. Information may be released without written authorization to parent of a patient under the age of 18, or upon presentment of documentation that recipient is the legal guardian of a patient who is under the age of 18.)*