



ORANGE COUNTY FIRE AUTHORITY

P. O. Box 57115, Irvine, CA 92619-7115 • 1 Fire Authority Road, Irvine, CA 92602

Request for Release of Medical Records

Patient Information

Patient Name: _____ Incident Date: _____

Requestor Information

Name of Requestor: _____ Phone: _____

Mailing Address: _____

City _____ State _____ Zip _____

Email Address (if you would like records emailed) _____

Relationship to Patient (check one)

- Patient _____ • Parent of Minor _____ • Legal Guardian _____ • Law Enforcement _____ • Beneficiary _____
- Spouse/Domestic Partner _____ • Patient Authorized Representative _____ • Representing Attorney _____
- Parent/Legal Guardian of Disabled Adult _____ • Power of Attorney _____ • Executor of Estate _____

Authorization & Legal Acknowledgment

By submitting this form, I hereby request that the OCFA release the patient's health information maintained by OCFA. 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.

Required Documentation

- A **clear copy** of your government-issued photo ID (see list of approved IDs below).
- **Legal documentation** proving your authorization if you are not the patient (e.g., court orders, POA, birth certificate).
- **For Law Enforcement:** Attach the official **Public Health Information Request Form** and a legally binding document.

Fees and Payment

Fees are based upon the current OCFA Master Fee Schedule: \$0.10 per page (plus postage if mailed) or No Fee for electronic transmittal. **Make check payable to OCFA.**

Requests may be submitted via:

- **Mail:** OCFA - Clerk's Office, P.O. Box 57115, Irvine, CA 92619-7115
- **Email:** coa@ocfa.org
- **Fax:** (714) 368-8826
- **Processing Time:** Requests will be processed *within 10 business days* upon receipt of all required documents.

TO BE COMPLETED BY THE CLERK'S

Time to Complete: _____

Incident Number(s): _____

Completed by: _____

Date: _____

**Health Insurance Portability and Accountability Act (HIPAA)
Govt. Code Section-HIP AA 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 OCFA to:

1. Verify the identity of a person requesting protected health information, if identity unknown to OCFA; and
2. Verify the authority of the person to have access to protected health information, if the authority is unknown to OCFA.

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 1-551)
- ✓ 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 health care 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 health care; (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 health care 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 health care; (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