

## Request for Information

Date of Request: \_\_\_\_\_

To be completed by person requesting information:

Name \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Telephone: \_\_\_\_\_

Alternate contact number: \_\_\_\_\_

Comments: \_\_\_\_\_

### Fire Report

Date of Incident \_\_\_\_\_

Address of Incident \_\_\_\_\_

Time of Incident \_\_\_\_\_

### EMS Report

Date of Incident \_\_\_\_\_

Address of Incident \_\_\_\_\_

Name of Patient \_\_\_\_\_

Relationship to patient \_\_\_\_\_

Must also complete a HIPAA Release of Information form for EMS report

Requests are usually completed in 7 business days, but may take as long as 30 days if the records must be retrieved from storage; the requestor will be notified via telephone when the report is ready to be picked up.