EMS Records Custodian
Los Angeles City Fire Department
200 North Main Street, 1620
Los Angeles, CA 90012

www.lafd.org/safety/ems-billing-medical-records

(Official Use Only)

Received On: _____

Incident Date: _____

Account Number: _____

RTS Number: _____

AUTHORIZATION FOR RELEASE OF PROTECTED HEALTH INFORMATION

(45 C.F.R. §164.508(c) and 514(h))

Terms and conditions of this authorization - I understand that:

- By signing this document I am authorizing LAFD to use or disclose my Protected Health Information (PHI), for the purpose stated herein, which may contain personal, medical, and billing information collected in relation to the emergency medical service(s) provided by LAFD.
- The person(s)/organization(s) authorized to receive my PHI may not further use or disclose this information without specific written authorization from me or as otherwise specifically required or permitted by law (Cal. Civ. Code § 56.13).
- Unless revoked earlier, this authorization will end on the date/condition/event specified in Section "C" below.
- I may revoke this authorization by providing written notice to LAFD, except to the extent that action has been taken in reliance upon this authorization.
- LAFD may not condition treatment, payment, enrollment or eligibility for benefits on signing this authorization.

A. Patient Information (All fields in this section are REQUIRED, unless noted otherwise)

Name: _____ Email (optional):_____

Birth Date: _____ SSN (optional): _____ / _____ / _____

Phone (Day): _____ (Evening): _____

Address: _____

Street Apt# City State Zip Code

B. Person/Organization authorized to receive the PHI - Please tell us who you are authorizing to receive your PHI by completing the information below. For "Relationship" please provide a general description such as "self", "spouse", or "attorney."

Name (**required**):_____ Relationship (**required**): _____

Phone - Day (**required**): _____ Email: _____

Address (**required**): _____

Street Apt. # City State ZIP Code

C. Authorization Duration

- If the "Start Date" or "End Date" are left blank, this authorization will remain valid for one (1) year from the date the authorization is signed in Section F.
- The "Start Date" is the date that this authorization will begin.
- The "End Date" is the date that this authorization will end.
- The "Termination Condition/Event" is the condition which will revoke this authorization.

Start Date: _____ End Date: _____ Termination Condition/Event: _____

D. Description of information to be released - I hereby authorize LAFD to release the following PHI:

Incident Date (required): _____ Time: _____ Account Number: _____

Incident Location: _____

Description (required): ☐ Prehospital Care Report (Run Report) ☐ Billing Statement ☐ 9-1-1 Audio*
**May require extended processing time.*

E. Purpose for which this release is to be made (NOTE: You are not required to provide a specific purpose; if left blank, LAFD will presume that the release is simply being made at your request):

_____

F: Signature of Patient, Parent or Guardian, or Personal Representative (All fields are REQUIRED*)

Name (Print): _____ Relationship: _____

Signature: _____ Date: _____

By signing this document I declare under penalty of perjury that all statements contained in this form and accompanying document(s) are true and correct.

Required Documentation* – *All parents, guardians, and personal representatives must submit copies of official documentation evidencing their authority to act on behalf of the patient (e.g. minor's birth certificate, Medical Power of Attorney or Advance Health Care Directive, court order granting guardianship, and marriage or death certificate). All submitted documents are subject to verification.

**Identity Verification* – *The person signing this document must provide a copy of his/her photo identification which shows a signature (e.g., State Driver's License, State Identification Card, Passport, Matricula Consular, or City/State/Federal Employment ID Card). (45 C.F.R. § 164.514(h))*

G: Method of document delivery (select one)

☐ Encrypted Email ☐ Fax ☐ U.S. Mail ☐ In-person Pickup

Please return this form and supporting documents to:

Los Angeles City Fire Department
Attention: EMS Records Custodian
200 North Main Street, 1620
Los Angeles, CA 90012

OR Email: LAFD.EMSRecords@lacity.org

If you have questions, or need additional information or assistance in completing this form, please contact us at the above address or call (213) 978-3648.

Clear Form