

	<b>Wintergreen Fire and Rescue Standard Administrative Policy</b>	
	<b>Subject:</b>	Health Record Disclosure
	<b>Reference Number:</b>	ADM 09-002
	<b>Effective Date:</b>	16-Nov-04
	<b>Last Revision Date:</b>	N/A
	<b>Signature of Approval</b>	Curtis Sheets, Chief

**Purpose:**

The purpose of this policy is to create a clear and concise understanding of the process for disclosing patient information.

**Policy:**

Wintergreen Fire and Rescue will obtain written consent from the patient or legal guardian of the patient before information will be released unless one of the following situations has occurred:

1. Compliance with a subpoena (SAP # 09-003)

- Where disclosure is reasonably necessary to defend a provider or the provider's employees or staff against any accusation of wrongful conduct; as required in the course of an investigation, audit, review, or proceedings regarding a provider's conduct by a duly authorized law-enforcement, accreditation, or professional review entity.

2. In testimony

- As required or authorized by any law including contagious disease, public safety, or suspected child or adult abuse.
- Where necessary in connection with the care of the patient.
- To the attorney appointed by the court to represent a patient in a civil commitment proceeding.
- To an agent appointed under a patient's power of attorney or to an agent or decision maker designated in a patient's advance directive for health care.
- To communicate a patient's specific and immediate threat to cause serious bodily injury or death of an identified or readily identifiable person.

3. Requests for copies of medical records shall use the "Consent to Release Confidential Health Care Information" form.