

BRECKSVILLE FIRE DEPARTMENT

Standard Operating Procedure

SUBJECT: Squad Run Requests
DATE: 7/15/98 – Rev. 10/13/00 – Rev. 1-9-08
NUMBER: A-04

Purpose: Protect patient's information while complying with Public Records Laws and practice due diligence in accounting for patients records which have been released.

Overview: The City of Brecksville and the Brecksville Fire Department are committed to complying with all public record requests consistent with the applicable provisions of the Ohio revised Code. Ambulance Run Reports contains certain medical and other information (e.g. Social Security Numbers) which are exempt from disclosure under the *Ohio Open Records Act*. The information released (non-redacted) will depend upon the authority granted to the person requesting the information concerning the person or persons for which the Fire Department has provided service. Therefore, all requests for copies of Ambulance Run Reports shall be reviewed by the City Law Director prior to release unless otherwise specified.

All requests for medical information along with the copy, as redacted by the City Law Director, shall be attached to the original run report. All requests shall indicate the date the request was made, the date the request was fulfilled, how the request was fulfilled (mailed, faxed, picked-up) and signature of the employee fulfilling the request.

Note: Persons (other than the person for which the services of this department were provided) requesting copies of Ambulance Run Reports should be asked to submit their request in writing and provide evidence that they have the authority to receive this information concerning the person or person for which the Fire Department has provided service. The authority to request information is an important factor for the Law Director in determining the information to be released to the requesting individual. The *Ohio Public Records Law* allows a requester to remain anonymous, however, the Law Director should be informed of this fact since the information to be released will be minimal.

Exceptions:

County Coroner: Requests from the County Coroner will usually arrive by fax. If you receive a phone request from the County Coroner please request that they fax a request. Copies of the report shall be forwarded to the County Coroner (non-redacted) and a copy shall be forwarded to the Law Director and Fire Chief. The Coroner's request should be attached to the original report indicating date fulfilled and the signature of the employee fulfilling the request.

Requests by City of Brecksville Police Department: Brecksville Police officers may have non-redacted copies of reports for investigative purposes only. A note shall be attached to the original run report indicating the name of the requesting officer, date fulfilled and the signature of the employee fulfilling the request.

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Patient Requesting a copy of their own report – Patients who show up at the station and request copies of their own reports may, upon proof of identification, receive non-redacted copies at no charge. A note shall be attached to the original run report indicating the request, date fulfilled and the signature of the employee fulfilling the request.

The City Law Director shall be consulted on all unique requests and/or situations not covered herein prior to releasing any information. In addition if anyone has any questions concerning the release of any information, they should consult with the law Director prior to any release being made.