



907-474-5770  
907-474-5999 fax  
fdinfo@alaska.edu  
www.uaf.edu/fire

P.O. Box 755540, Fairbanks, Alaska 99775-7540

## EMS Patient Care Reports (PCR's) Records Request Form

Record requests can take up to 30 days to process upon being received. Please provide complete information. Missing information may result in a delayed response to your request. A separate form is required for each request.

A completed request can be submitted via fax to 907-474-5999 or mailed to University Fire Department, 1011 N. Chandalar Dr., Fairbanks, AK 99775.

Patient Name: \_\_\_\_\_ Incident Date/Time: \_\_\_\_\_

Incident # (if known) \_\_\_\_\_

Incident Address/Location: \_\_\_\_\_

Is patient a minor? ☐ YES ☐ No

If Yes, Date of Birth: \_\_\_\_\_

What is the requester's relationship to the patient (choose one box)?

☐ Self/Patient ☐ Parent/Guardian ☐ Authorized Representative of the subject of the record

### Authorized Representative Information

Requested By: \_\_\_\_\_

Requesting Agency Name: \_\_\_\_\_

Requestor's Address, City, State & Zip Code \_\_\_\_\_

Contact Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

### Notice of Identification Required

Records or reports requested by anyone besides the patient that contain personal information and/or protected health information, must provide proper identification of relationship to the patient. A list of identification requirements is noted below.

1. Request by patient (picture ID required); or
2. Request by attorney upon presentation of notarized medical authorization for release from patient; or
3. Request by next of kin, if patient is deceased (picture ID and notarized copy of death certificate or Power of Attorney required); or
4. Request by individual possessing patient's Power of Attorney (picture ID required and notarized copy of Power of Attorney required); or
5. Request by parent or legal guardian if patient is a minor or incapacitated (picture ID and proof of relationship required); or
6. Presentation of valid subpoena or signed warrant for production of evidence or court order issued by a court of competent jurisdiction; or
7. Unobjected to Request for the Production of Documents in a filed civil action (lawsuit).

*Naturally Inspiring.*

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