



Public Safety Department  
EMS Billing  
P. O. Box 1000  
Bradenton, FL 34206-1000  
Phone: (941) 749-3500  
www.mymanatee.org

**PATIENT'S REQUEST FOR MEDICAL RECORDS**

*Please provide the following information about the person ("Patient") whose records are requested to be disclosed:*

Patient's Name: \_\_\_\_\_

Patient's Birthdate: \_\_\_/\_\_\_/\_\_\_

Patient's Driver's License or Identification Number: \_\_\_\_\_

Patient's Telephone: \_\_\_\_\_

Date(s) of Treatment: \_\_\_/\_\_\_/\_\_\_ to \_\_\_/\_\_\_/\_\_\_

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

Describe the medical records or type(s) of medical information you are requesting:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**FORMAT** (Check Requested Method of Delivery): \_\_\_ Electronic \_\_\_ Paper copy

**METHOD OF DELIVERY:**

\_\_\_ Mail (insert address):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_ Pick up in person

\_\_\_ Fax: \_\_\_\_\_

\_\_\_ Email: \_\_\_\_\_

Patient's Signature: \_\_\_\_\_

Date: \_\_\_/\_\_\_/\_\_\_

*If the requestor of the Patient's medical records is a legal representative, guardian, health care surrogate or has the power of attorney, please provide the following information and*

*review the back of this form for the required documentation proving your legal authority to request this information:*

Name of Requestor: \_\_\_\_\_

Representative Capacity: \_\_\_\_\_

Requestor's Driver's License Number: \_\_\_\_\_

Address (if not the Patient):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Telephone (if not the Patient) \_\_\_\_\_

**Instructions for Request for Medical Records:**

- A. If you are a legal representative of the person whose information you are requesting, you must provide the following documentation to prove your legal authority:
  - 1. The records of a decedent - complete the information form on the reverse side. Provide a certified copy of the court order of your appointment as Personal Representative or Executor of the Estate, or a copy of the death certificate noting you as the next of kin or informant.
  - 2. The records of an incompetent - complete the information form on the reverse side. Provide a certified copy of the court order of your appointment as Legal Guardian, Attorney ad Litem or Medical Power of Attorney.
  - 3. The records of a minor - complete the information form on the reverse side. Provide a certified copy of the court order of Guardianship or a copy of a Birth Certificate showing you as natural parent of the minor.
  - 4. Another person's records - complete the information form on the reverse side. Provide a notarized copy of general Power of Attorney or a Durable Power of Attorney for that person.
  - 5. In all requests requiring a court document, the Clerk of the Court's file stamp and the stamped Official Book and Page number on the court order may be accepted in place of a certified copy.
  
- B. Certain types of health information have specific laws and rules that must be followed before that information may be disclosed:

1. **HIV/AIDS and Sexually Transmitted Diseases (STD):** All information about HIV/AIDS and sexually transmitted diseases is protected under Federal and Florida law and cannot be disclosed without your written authorization unless otherwise provided in the regulations. To release HIV/AIDS or STD information, this authorization must include a statement of the specific HIV/AIDS or STD information you are giving MCEMS permission to disclose. Redisclosure of HIV/AIDS information is not allowed except in compliance with law or with your written permission.
2. **Alcohol or Drug Treatment:** Alcohol and/or drug treatment records are protected under Federal and Florida law and regulations and cannot be disclosed without your written authorization, unless otherwise provided for in Federal and State laws or regulations. To release alcohol and/or drug treatment information, this authorization must include a statement of the specific information that you are giving MCEMS permission to disclose (for example, "For the purposes of my assessment, treatment plan, attendance, or discharge plan.") Redisclosure of your alcohol and/or drug treatment records is not allowed except in compliance with law or with your written permission (see 45 C.F.R. Part 2).
3. **Mental Health Treatment:** Mental health treatment records are protected under Federal and Florida law and regulations and cannot be disclosed without the patient's or the patient's guardian written authorization unless otherwise allowed in Federal or Florida laws or regulations. To release mental health treatment information, this authorization must include a statement of the specific information that you are giving MCEMS permission to disclose (for example, "For the purposes of my assessment, treatment plan, attendance, or discharge plan.") Disclosure of your psychotherapist's notes needs separate written permission. Redisclosure of your mental health treatment records is not allowed except in compliance with the law or with your written permission.

**\*\*All requests require your original signature and a clear photo ID of the requestor\*\***

**There is a \$5.00 pre-payment for each records request. Please send this payment either via check or money order made payable to Manatee County EMS to the address on the front. If desiring to pick up these records in person, please call (941) 744-3981 for further assistance.**