



Laurel Lake Vol. Fire and Rescue, Inc.
EMS Department
5436 Battle Lane
P.O. Box No. 349
Millville, NJ 08332

EMS PATIENT CARE RECORD REQUESTS

Reports involving any type of medical treatment are considered confidential information and may only be released to the patient or an authorized representative or agent of the patient. Laurel Lake Fire and Rescue maintains patient information confidentiality and must verify that the requests are lawful and authorized.

- Laurel Lake Fire and Rescue (“LLFR”) requires a ***notarized release signed by the patient***, in order to release records to **anyone** other than the patient, parent, guardian, or individual with power of attorney for an incapacitated patient. For a deceased patient, the legally authorized executor may request records.
- If a notarized release is not attainable, you may request the records by court-issued subpoena. Please note that all requests from attorneys or insurance companies for medical records must be accompanied by a notarized release from the patient.
- Attach a photocopy of Requesting Individual’s *current* **Government Issued** ID to Application for Records Release.
- If request is being made by anyone other than the patient: Attach requestor’s ID as well as documents supporting legal authority (Power of Attorney, Birth Certificate/Adoption Papers for minors, Subpoena, etc...) to request records on behalf of the patient to the Application for Records Release.
- An “**APPLICATION FOR RECORDS RELEASE**” Form is **REQUIRED** to process any request.
- You may have an Application for Records Release sent to you by contacting an EMS Officer 856-825-6767. A form can be sent via fax or e-mail as a convenience (whichever applicable).
- You may submit a completed Application for Records Release Form with attachments by e-mail or U.S. Mail.

E-mail a completed Application for Records Release to: laurellakeems@comcast.net

Mail a completed Application for Records Release with attachments to:

LAUREL LAKE FIRE AND RESCUE
EMS DIVISION
P.O. BOX #349
MILLVILLE, NJ 08332

- Please allow five business days from receipt for a response.
- Duplicate submissions will not expedite your request.
- Submitting requests with complete information and/or required document(s) will allow for prompt processing.
- Records or written explanation of denial will be mailed to the mailing address of the requestor listed on the Application for Records Release form.

PLEASE CONTACT AN EMS OFFICER AT 856-825-6767 FOR ASSISTANCE OR INFORMATION.