

Atascadero Police Department
Standard Operating Procedure
Medical Records Protocol
Section #12

Date Issued April 1, 2013	Date Effective April 1, 2013	Date Last Revised November 1, 2014	Due for Review November 1, 2015	Revision No. 3	Page 1 of 4
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Statement of Purpose:

Obtaining a person's highly confidential medical records can present significant liability risks for department and officers if not obtained appropriately. This procedure outlines the protocol for explaining the process for release of medical records to a victim/suspect and obtaining the appropriate signatures on the authorization to release medical records.

General Procedure:

Any victim/suspect that has an injury or the potential of sustaining injury as a result of any assault, sexual assault, or any incident where an officer feels that a medical release is appropriate should sign an authorization to release medical records.

- Read the authorization to release medical records in its entirety to the person, making sure it is understood their medical records will be treated as highly confidential and only shared with authorized personnel of the Atascadero Police Department and the San Luis Obispo County District Attorney's Office.
- Write the case number of your report in the upper right hand corner where labeled "case number."
- Clearly fill in the appropriate personal information of the person you are seeking medical information from under "Patient Name, Home Address, Home Telephone and Date of Birth."
- Place a check mark next to the type of incident that caused you to seek medical records from the person injured. Have the person sign

their name next to the titled incident of which you are requesting medical records.

- Insert the medical facility's name where the person seeking medical treatment.
- Print the name of the Investigating Officer or Detective on the appropriate line labeled "Attn:" to insure the records are routed to that person.
- Have the patient or legal guardian of the patient sign and date the form on the appropriate line at the bottom of the page.
- Attach the authorization to release medical records from to your report once the report is completed and turned in.
- Once medical records are released from the medical facility, attach a photocopy of the records to your report and book the originals as evidence.

Samples:

See attached.

This Standard Operating Procedure was approved and distributed for training by:



Joe Allen
Commander



Jerel Haley,
Chief of Police

Attachment (1)



CITY OF ATASCADERO
POLICE DEPARTMENT

"Dedicated to Professional Service"



JEREL HALEY
Chief of Police

AUTHORIZATION TO RELEASE MEDICAL RECORDS

I hereby authorize HOSPITAL NAME to release or send
photo static copies of the medical records and/or x-rays to:

Atascadero Police Department
5505 El Camino Real
Atascadero, CA 93422

Attn: OFF. DOE

I understand that all x-rays are the property of the above and will be returned by Atascadero Police Department as soon as possible.

Date: 6-23-2013 Patient's Name: JOHN JAMES SMITH

Patient's Date of Birth: 2-10-75

Patient or Guardian Signature: John J. Smith

5505 EL CAMINO REAL • ATASCADERO, CA 93422

General Business: (805) 461-5051 Administrative Services: (805) 470-3200 Watch Commander: (805) 470-3280 Investigations: (805) 470-3216 Fax: (805) 461-3702