



RIO RICO MEDICAL & FIRE DISTRICT

822 PENDLETON DR
RIO RICO AZ 85648
PHONE: (520) 281-8421
FAX: (520) 281-7670

REQUEST/ACCESS FOR MEDICAL RECORDS/PHI

Rio Rico Medical and Fire District Privacy Policy Requesting for Access to your Private Health Information (PHI) for services rendered by Rio Rico Medical and Fire District needs written confirmation.

Upon verifying the person requesting the information is in fact the Patient or the Patient's representative, by a form of government-issued identification and making a copy of this identification; the Privacy Officer will copy the appropriate requested information and either telephone you for pick-up at our facility or send to you via U.S. Postal Service.

The Privacy Officer will act upon the request within 30 days, preferably sooner, upon receipt of this form, but not more than 60 days.

There is also a nominal fee for copying this information not to exceed \$25.00. (\$6.25 administration fee, \$0.25 per page plus appropriate postage)

Patient's Name: _____

Address: _____

Patient's Date of Birth: _____ Last 4 of SSN: _____

Date of Service: _____

Reason for Request of Record(s): _____

Signature _____

Print Name _____

Date Signed _____

Office Use Only: _____ Date Received by P.O. _____

Privacy Officer: _____ Accept _____ Denied

Fire Chief: _____ Accept _____ Denied

Denial reason: _____

Ruth Hardwick

Billing Supervisor
Certified Ambulance Coder
Certified Ambulance Documentation Specialist
Certified Ambulance Compliance Officer