

	Wintergreen Fire and Rescue Standard Administrative Policy	
	Subject:	Subpoena for PPCRs
	Reference Number:	ADM 09-003
	Effective Date:	16-Nov-04
	Last Revision Date:	N/A
	Signature of Approval	Curtis Sheets, Chief

Purpose:

The purpose of this policy is to create a clear and concise understanding on the process of disclosing patient information via a subpoena.

Policy:

Providers shall provide a copy of all records as required by a subpoena or court order.

If a motion to quash the subpoena has been filed, the records shall be mailed to the Clerk of the Court issuing the subpoena. The copy of the record shall be placed in a securely sealed envelope and only opened on order of the judge.

Medical records will not be produced until ten (10) days after the date on which the provider is served and no later than twenty (20) days after the date of service.

Only the Chief or Assistant Chief shall release this information. A copy of the subpoena will be placed with the PPCR.