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MICHAEL C. ORMSBY
CITY ATTORNEY

Dear Sir or Madam:

You have expressed an interest in inspecting or obtaining a copy of an emergency medical report from the City of Spokane Fire Department. The City of Spokane recognizes that there may be potential confidentiality or privacy issues with the release of this document, and, therefore, has established the following procedures:

1. The release form enclosed with this letter must be completed and signed before a notary public. If you, the requester, are not the victim, you will need to attach the victim's permission for release or otherwise explain why this is impracticable or impossible.
2. Take or mail the completed release form to:

Spokane City Clerk's Office
Attn: Public Records Officer
Fifth Floor, Municipal Bldg.
808 W. Spokane Falls Blvd.
Spokane, WA 99201-3342

3. The Fire Department will make a copy of the emergency medical report and send it to the Public Records Officer for review and release. Note: Pursuant to state law, redactions may be made to protect confidential and private patient information unless an Authorization for Release signed by the patient is received.

Once the request is completed, the report will be mailed to you. If you have any questions, please contact me at (509) 625-6818.

Very truly yours,



Salvatore J. Faggiano
Assistant City Attorney

Encl.

CITY OF SPOKANE FIRE DEPARTMENT

REQUEST FOR INSPECTION/COPYING EMERGENCY MEDICAL REPORTS

I request to inspect/copy the emergency medical reports(s) for the following:

Name(s) of Patient(s) _____

Incident Location _____

Incident Date _____ Report No. _____

The City of Spokane and its employees do not make any warranty, expressed or implied, as to the accuracy of the document(s) requested to be inspected/copied.

Signature _____

Name Printed _____ Phone _____

Address _____

If you wish this report to be sent to a person other than yourself, please identify below:

Name: _____

Address: _____

STATE OF WASHINGTON)
) ss.
County of _____)

I certify that I know or have satisfactory evidence that _____ signed this document and acknowledged it to be his/her free and voluntary act for the uses and purposes therein mentioned.

Dated _____

Notary Public In and for Washington State
Residing at _____

My appointment expires _____

FOR CITY USE ONLY

Date Request Received _____ Date of Action _____

Request: Granted _____ Denied _____ Other _____

Comments: _____

By: _____ Assistant City Attorney