



Patient Health Information Request Form

Our commitment to you from Nelson County EMS is to protect and maintain the privacy of your confidential medical and health care information, known as Protected Health Information or PHI. PHI is information created or received by a covered entity or employer about an individual's past, present or future health or condition. Nelson County EMS is required by the Health Insurance Portability and Accountability Act (HIPAA) under the "Privacy Rule" effective July 1, 2023, to provide Notice of Privacy Practices.

This section of the notice outlines the accountability practice for individual PHI Disclosure and the privacy practices of protecting and safeguarding patient medical records and health information by Nelson County EMS.

The right to review, copy or inspect your individual PHI. Nelson County EMS has made available this PHI request form that is made available to you to review copy or inspect your individual PHI at our office. Requirement for **obtaining** the information is to visit our office at the address below, during the office hours of 8:30a.m.until 4:30p.m.on Mondays through Fridays. A copy of your photo Identification card with current address and date of birth present on the card is required along with your signature on our PHI Request Form. The Medical PHI signed release form and a copy of your picture ID card will be added to your file and will serve as accountability of the disclosures of your individual PHI. PHI will not be disclosed to any other person without a subpoena or poof of durable power of attorney or guardianship of a minor. PHI will be kept on file for a six-year period with Nelson County EMS.

I _____ **REQUEST COPIES OF THE**
(The person requesting PHI)

MEDICAL RECORDS FOR _____, FOR THE DATE
(Patient Name)

OF SERVICE _____ TO BE PROVIDED TO ME BY
(Date of Call)

NELSON COUNTY EMS RECORDS CUSTODIAN, (*Melissa Lanham*).

Patient Signature

Date

Authorized Signature/Legal Guardian/POA

Date

Drivers License/ID Number Of
Requester

Records Custodian Signature

Email or Mail ALL Request to:
Nelson County EMS 1301
Atkinson Hill Avenue
Bardstown, KY 40004
mlanham@nelsoncountky.gov

Business Phone: (502) 348-4929 FAX: (502) 348-2852