

**ADAMS COUNTY COMMUNICATIONS CENTER (ADCOM)
RECORDS REQUEST FORM**

NOTICE: A copy of ADCOM's *Policy Regarding Requests for Public and Criminal Justice Records* ("Policy") may be obtained from ADCOM's administrative offices at 7321 Birch St., Commerce City, CO 80022, or on its website at <http://www.adcom911.org/>. All records requests must comply with the *Policy*; the Colorado Public (Open) Records Act, C.R.S. § 24-72-201, *et seq.*; the Colorado Criminal Justice Records Act, C.R.S. § 24-72-301, *et seq.*; and all other applicable law. ADCOM will charge fees for its responses to a records request as provided in the *Policy*.

Person Requesting Records:

Full Name: _____ Date of Request: _____
Address: _____
Email Address: _____ Telephone: _____

Records Requested: Please list below the records you are requesting with as much specificity as possible, including the type of record, a date or date range, the specific subject matter, and the names of persons or locations. Please attach additional pages if more space is needed.

Protected Health Information: If any of the records you are requesting contain health information protected from disclosure under the Health Insurance Portability and Accountability Act of 1996 (HIPAA), you must submit an *Authorization to Release Medical Information* (page 2).

Criminal Justice Records: If any of the records you are requesting constitute Criminal Justice Records pursuant to the Colorado Criminal Justice Records Act, you must submit a *Statement Affirming No Pecuniary Gain* (page 3).

Delivery Method for Copies of Records:

- I wish to inspect the records at ADCOM's administrative offices at 7321 Birch St., Commerce City, CO 80022, and do not want any copies of the records delivered to me.
- By pick-up at ADCOM's administrative offices at 7321 Birch St., Commerce City, CO 80022.
- By mail to the following address: _____
- By fax to the following fax number: _____
- By email to the following email address: _____

For Fax or E-Mail Delivery: If any of records you are requesting contain health information protected under HIPAA, you must complete the section of the *Authorization to Release Medical Information* (page 2) entitled "*Authorization to Transmit via Electronic Means*" before ADCOM can release the records to you.

SIGNATURE: I certify that I am the person requesting the records identified above. I agree to pay all fees and costs incurred in responding to this request pursuant to ADCOM's *Policy Regarding Requests for Public and Criminal Justice Records* **before** the records are released to me.

Signature: _____ Date: _____

AUTHORIZATION TO RELEASE MEDICAL INFORMATION

Patient Information:

Patient Name: _____ Date of Birth: _____
Address: _____
Telephone: _____

I, _____, Patient or Patient's Representative, authorize the Adams County Communications Center (ADCOM) to release the following records, including any Protected Health Information regarding the patient that the records contain:

Please list the records you are authorizing for release with as much specificity as possible, including the type of record, a date or date range, the specific subject matter, and the names of persons or locations. Please attach additional pages if more space is needed. **You must specifically authorize the release of records relating to drug/alcohol abuse, child abuse, HIV status, genetic testing, sickle cell anemia, or mental health records.** A separate authorization is required for release of psychotherapy notes.

The records listed above may be released to the following individual(s) or organization(s):

Name of Recipient: _____ Organization: _____
Address: _____

For the purpose of: _____

OPTIONAL Authorization to Transmit via Electronic Means:

I request that the records listed above be released to the recipient by fax or email, and not by U.S. mail or delivery service. I understand the records will be sent through **unencrypted fax/email that is not secure** and there is a risk that the records could be seen by a third party during electronic transmission, while in electronic storage, and/or upon completed delivery. ADCOM is not responsible for unauthorized access of the Protected Health Information resulting from the faxed or emailed transmission, or for safeguarding the Protected Health Information upon delivery.

- By fax to the following fax number: _____
 - By email to the following email address: _____
-

Expiration. Unless earlier revoked, this authorization will expire, without my express revocation, one year from the date of signing, or if I am a minor, on the date I become an adult according to state law.

Revocation. I have the right to revoke this authorization in writing at any time, except to the extent that action has been taken based on this authorization.

Patient Rights. I understand I have a right to a copy of this authorization. I have the right to inspect or copy the information to be disclosed as provided in 45 CFR 164.524. I have the right to inspect or amend my medical records as provided in 45 CFR 164.526. I have a right to an accounting of the use and disclosure of my health information to any third party as provided in 45 CFR 164.528.

Re-disclosure. I understand that any disclosure of Protected Health Information carries with it the potential for unauthorized re-disclosure, and may no longer be protected by federal confidentiality rules.

SIGNATURE: I understand that authorization for the disclosure of these records and Protected Health Information is voluntary and I can refuse to sign this authorization. I understand that medical treatment, payment, enrollment, and eligibility for benefits cannot be, and are not, conditioned on whether I sign this authorization. Photocopies of this authorization may be used in lieu of the original.

Signature of Patient or Personal Representative: _____ Date: _____
Printed Name of Patient or Personal Representative: _____ Date: _____
Description of Personal Representative's Authority: _____

STATEMENT AFFIRMING NO PECUNIARY GAIN

I, _____, affirm that, pursuant to C.R.S. § 24-72-305.5, I will not use any Criminal Justice Records, or the names, addresses, telephone numbers, or other information in such records, released to me by Adams County Communications Center (ADCOM) for the purpose of soliciting business for pecuniary gain.

Signature: _____

Date: _____