

	<p style="text-align: center;">SOUTHERN FOX VALLEY EMERGENCY MEDICAL SERVICES SYSTEM POLICY &amp; PROCEDURES</p>				
<p>TITLE: PERSONNEL FILES</p>					
<p>SECTION: GENERAL POLICIES</p>			<p>POLICY NUMBER: D-20.0</p>		
<p>APPROVED BY: DR. ARTHUR PROUST EMS MEDICAL DIRECTOR</p>					
<p>EFFECTIVE DATE: 03/01/1990</p>				<p>PAGE NUMBER: 1 OF 1</p>	

**PURPOSE:**

To define the procedure for the release of photocopies of items from pre hospital personnel's individual files.

**POLICY:**

An EMT requesting documents from his/her file or System Standing letters must:

1. Contact the SFVEMS Office with written permission to release contents of his/her file.
2. List exact items needed from file and name and address of the person files are to be released to.
3. If a system standing letter is needed prior to a 3 week notice, a \$25.00 fee made payable to Delnor Hospital will be required.
4. No file can be released without written permission from the person whose documents are being requested.
5. Released information, including system standing letters, will not be faxed. Items will be sent via U.S. mail.

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