



SOUTHERN FOX VALLEY
EMERGENCY MEDICAL SERVICES SYSTEM
POLICY & PROCEDURES

TITLE: PERSONNEL FILES

SECTION: GENERAL POLICIES

POLICY NUMBER: D-20.0

APPROVED BY: DR. ARTHUR PROUST EMS MEDICAL DIRECTOR

EFFECTIVE DATE: 03/01/1990

PAGE NUMBER: 1 OF 1

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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