

Jefferson Rural Fire Protection District
Denial of Request for Access to Protected Health Information
Form 100.15.F2

Dear [INSERT REQUESTOR'S NAME]:

We have carefully reviewed your request to have access to certain protected health information (PHI) that Sheridan Fire District has in its possession about you. Unfortunately, we are unable to grant your request for access to this information.

The basis for this denial is that:

1. ____ The information you requested was compiled in reasonable anticipation of, or use in, a civil, criminal, or administrative action or proceeding.
2. ____ The information you requested was obtained from someone other than a health care provider under a promise of confidentiality and the access requested would be reasonably likely to reveal the source of the information.

The denials for reasons #1 or #2 are final and you may not appeal the decision to deny access to the information.

3. ____ A licensed health care professional has determined, in the exercise of professional judgment, that the access requested is reasonably likely to endanger the life or physical safety of the individual or another person.
4. ____ The protected health information makes reference to another person (other than a health care provider) and a licensed health professional has determined, in the exercise of professional judgment, that the access requested is reasonably likely to cause substantial harm to that person.
5. ____ The request for access is made by you as a personal representative of the individual about whom you are requesting the information, and a licensed health professional has determined, in the exercise of professional judgment, that access by you is reasonably likely to cause harm to the individual or another person.

Denials of access for reasons #3, #4, or #5 may be reviewed in accordance with the review procedures described below.

Review Procedures

If the denial of your request for access to PHI is for reasons #3, 4 or 5, you may request a review of the denial of access by sending a written request to:

Privacy Officer
Jefferson Rural Fire Protection District
PO Box 911
Jefferson, Oregon 97352

We will designate a licensed health professional, who was not directly involved in the denial, to review the decision to deny you access. We will promptly refer your request to this designated review official. The review official will determine within a reasonable period of time whether the denial is appropriate. We will provide you with written notice of the determination of the designated review official.

You may also file a complaint in accordance with our enclosed complaint procedures (available upon request) if you are not satisfied with our determination.

Sincerely,

Privacy Officer
Jefferson Fire District

[NOTE: Generally, you must respond to requests for access to PHI within 30 days of your receipt of the access request, unless the designated record set is not maintained at your facility, in which case the response period may be extended to 60 days. If you are unable to respond to the request within the initial 30-day time frame, you must provide a written notice to the requester, no later than the initial due date for a response, explaining why you cannot respond within the time frame and in that case, you may extend the response time by an additional 30 days]