Instructions for Law Enforcement Officials
to Request Protected Health Information (PHI)

1. Download and complete the Law Enforcement Official Initiated Request for PHI form located on the Lifespan website. The law enforcement official request for PHI form is available on the Lifespan hospital web page. Go to "About Us" then to "Online Newsroom" then to the "For Law Enforcement" section.

2. If you are requesting a copy of PHI, fax the “Law Enforcement Official Initiated Request Form” to the Health Information Services correspondence staff at the number listed on the top left of the form. If you are requesting PHI verbally from a health care provider, call the hospital’s main number and ask to be connected to the unit the patient is located on.

3. Inform the Unit Secretary that you wish to fax a form requesting information on a patient; ask for the fax number and the name of the Unit Manager or designee to identify who to address the form to. Include your contact phone number.

4. Once the completed form is received, the Unit Manager or designee will notify the Attending physician of the patient about your request for information. The Attending physician will contact you at the contact number provided on the form. There may be a delay in the response to the request based on the clinical situation of the patient at the time of the request.

5. If you require an update on the status of your request for medical records, contact the Health Information Services correspondence staff at the number listed on the top left of the form.

6. If you require an update on the state of your request for PHI, contact the Unit Secretary on the patient’s unit.