

Form Letter to Assist Accessing Victims in Hospital care

*“The language in this letter was developed by the Federal Bureau of Investigation’s Office of the General Counsel”*

Hospital Name: \_\_\_\_\_

Re: Request for production of protected health information

To Whom It May Concern:

The (Investigative Agency) is conducting a criminal investigation in the (Critical Incident). This letter is to request that you produce information pertaining to all persons admitted to your facility on (Date of critical incident) for medical treatment related to (critical incident). Please provide the names and contact information of the victims to include names, addresses, phone numbers and email addresses for next of kin or guardians of minor children. Please provide the information in paper or electronic format.

The undersigned hereby represents that this request for protected health information is made by a law enforcement agency for law enforcement purposes and is permitted by 45 CFR 164.512(f)(1) in that the disclosure is in compliance with and limited by the relevant requirements of an administrative request, including an administrative subpoena or summons, a civil or authorized investigative demand, or similar process authorized by law. The undersigned further represents that the information sought is relevant and material to a legitimate law enforcement inquiry, the request is specific and limited in scope to the extent reasonably practicable in light of the purpose for which the information is sought, and de-identified information could not reasonably be used.

Additionally, the (Investigative Agency) is required by statute (correct statute, federal statute is 42 U.S.C. 10607(b)) to identify victims at the earliest possible opportunity and provide them with information and assistance.

Thank you for your assistance in this matter.

Sincerely,