



**CITY OF CHICAGO
DEPARTMENT OF FINANCE - EMS
2 N LASALLE STREET, SUITE #1230
CHICAGO, IL 60602**

Dear Counselor:

The City of Chicago is required to follow HIPAA (Health Insurance Portability and Accountability Act) guidelines when releasing information regarding PHI (Protected Health Information) to third parties. In addition to the HIPAA guidelines, the individual or office requesting information must follow the City of Chicago - EMS procedures below.

- **A copy of the Authorization For Release of Information of Ambulance Charges (“Authorization Form”) is included with this letter.** Do not modify or alter this form in any manner as it will cause a delay in processing your request.
- **For purposes of complying with the Health Care Services Lien Act,** the information you provide on the Authorization Form must be accurate and complete. Inaccurate or incomplete forms will delay the processing of your request.
- **The Authorization Form must be signed** by your client or a personal representative of the client.
- **If your client is a recipient of Medicaid, Medicare or Private Insurance,** your office should be aware that the billing of ambulance claims to the litigant’s health insurance is conditional and subject to Subrogation from the payer.
- **If you are representing a client in a Worker’s Comp Case,** please include information related to the Worker’s Comp (WC) case i.e., Employer’s name, address, and WC claim number.
- **The completed Authorization Form must be mailed** to the address shown below.

*CHICAGO DEPARTMENT OF FINANCE - EMS
2 N LASALLE STREET, SUITE #1230
CHICAGO, IL 60602*

The Department of Finance-EMS does not have medical records (aka Patient Care Report-PCR). You must contact CFD to find out how to obtain medical records.

*Chicago Fire Department (CFD)
Attn: Medical Records Division
3510 S. Michigan Avenue 2nd FL
Chicago, IL 60653
312-745-4222.*

Please contact the Department of Finance - EMS - at 312-745-7329 if you have questions.