

HIALEAH FIRE DEPARTMENT



“Committed To Serve, and Protect Our Community”

Instructions on how to request Fire and Rescue Reports containing personal health information
For instructions, our website is [www.hialeahfl.gov/Department/Fire/Incident/Report/Medical Incident](http://www.hialeahfl.gov/Department/Fire/Incident/Report/Medical%20Incident).

1. Your request must be made in writing on the [Form provided by the City of Hialeah Fire Department](#). Please complete the form by providing all the information requested. Sign it in the presence of a notary public and mail the original request as instructed below.
2. If you are represented by an attorney, identify the attorney or firm to whom the reports will be released on the form. **The request must be accompanied by a letter of representation on your attorney's letterhead.**
3. **A photocopy of the request form will not be accepted. We will not process any requests received by fax or email.**
4. Fee for Rescue Report is \$1.00 per certified page (amount of pages per report will vary. Must call our office at 305-883-6982 for total amount of report fee. Please attach a check payable to “Hialeah Fire Department”. **This cost must be prior to receiving the report.**
5. Records in response to subpoenas are returned by certified mail. Please add \$7.50 for the cost of this service.
6. Please **include a self-addressed, stamped envelope** where you wish to receive the records.
7. If the patient is deceased, a copy of the death certificate identifying the next of kin and/or legal documents of estate representative are required, along with a copy of the requesting family driver's license, legal photo ID or attorney letter representing the estate.
8. For all **Rescue Billing** questions please refer all your correspondence to **Intermedix**. You may contact by phone at **888-987-0595** or email your request to ChartSwap.com
9. **Mail the original, notarized request form and payment to:**
City of Hialeah Fire Department
Attn: Marietta Borges
Public Records Coordinator
83 East 5th Street
Hialeah, Florida 33010

Please be reminded that we will not respond to requests made by fax or email. If you have any further questions, please do not hesitate to contact Marietta Borges at (305) 883-6982.