



RUSSELLVILLE FIRE DEPARTMENT
POLICY MANUAL

Policy Number:
Section:
Original Date:
Revised Date:

PURPOSE

As a medical care entity, the Russellville Fire Department has a responsibility to maintain confidential treatment for our patients and their families. Likewise, Russellville Fire Department is frequently involved in scene investigations which generate sensitive information. Therefore this policy is established to strictly maintain Confidentiality.

All RFD personnel shall be responsible for keeping all information pertaining to the condition of or any other aspect of patient care or any other emergency scene strictly confidential.

POLICY

EMS Reports are a portion of our patient's medical records. Medical records are confidential and must not be viewed by anyone other than the patient and the caregiver. The patient may give consent to others to view the information, however, that process shall take place through the Fire Administration office only.

Likewise, information concerning patient condition, or any circumstances about a specific incident shall not be given verbally to anyone other than those directly involved with the incident or with providing care to the patient. Russellville Fire Department personnel shall not discuss specifics about patients and/or incidents.

Questions concerning the condition of patients, or any other details of incidents shall be directed to the Fire Chief or designee during regular business hours at the Fire Administration office.

During major incidents, or when situations arise, the Fire Chief may appoint a Public Information Officer (PIO) to represent the department for the purpose of conducting a press conference, or issuing a press release regarding the incident. In such cases, only the PIO shall disseminate information regarding that incident (see 201.09 Public Information Officer).

Approved

Fire Chief