



**City of Chicago  
Department of Finance – EMS  
333 S. State Street Room 400  
Chicago, IL 60604-3978**

Dear Counselor:

The City of Chicago, Department of Finance – EMS is required to follow the Health Insurance Portability and Accountability Act (“HIPAA”) Privacy Rule when releasing Protected Health Information (“PHI”). In addition to HIPAA, you must follow the procedures of the City of Chicago, Department of Finance – EMS as provided below in order for the department to release your client’s ambulance charges to you. The City of Chicago, Department of Finance – EMS will provide this information to you in the form of a “Notice of Health Care Services Lien.”

- **A copy of the Authorization for Release of Information of Ambulance Charges (“Authorization for Release”) is included with this letter.** Do not modify or alter this form in any manner as it will cause a delay in processing.
- **For purposes of complying with the Health Care Services Lien Act,** the information provided on the Authorization for Release must be accurate and complete. Inaccurate or incomplete forms will be returned and cause a delay in processing your request.
- **If your client is a recipient of Medicaid** through the Illinois Department of Healthcare and Family Services, you must attach a copy of the Medicaid release letter.
- **The Authorization for Release must be signed.** The original copy must be mailed to the City of Chicago, Department of Finance – EMS, at the address listed below. We do not accept faxed authorization requests nor will we fax a Notice of Health Care Services Lien.

City of Chicago, Department of Finance – EMS  
333 S. State Street Room 400  
Chicago, IL 60604

**The City of Chicago, Department of Finance – EMS cannot provide a copy of the medical record/paramedic report (a.k.a. Patient Care Report – PCR).** To obtain a copy of the record/report, you must contact the:

Chicago Fire Department  
Attn: Medical Records  
3510 South Michigan Ave. 2<sup>nd</sup> Floor  
Chicago, IL 60653  
312-745-4222

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