**Release of Information-General**

**Policy**

It is the policy of the Kootenai County Coroner’s Office to release information publically when applicable and within state statutes; *Idaho Code section 9-335(b); Idaho Code section 9-335(c); Idaho Code section 9-340B(1); Idaho Code section 9-340C .* Documents generated by outside agencies, when requested, must be obtained from that agency. Kootenai County Coroner’s Office is not to release any third party documents, not generated within this office.

*Definition of HIPAA: The federal regulations related to HIPAA are found in 45 CFR Parts 160 and 164.*

**Procedure**

***Media Releases***

Upon receiving a public or media inquiry, the release request is to be sent to the Office Manager. The Office Manager will then compose media release. All media releases are to be approved by Coroner, Chief Deputy Coroner or Forensic Pathologist. No other employee of the Kootenai County Coroner’s Office shall release any information pertaining to cases or discuss cases with media (unless approved by the Coroner). See Media Policy.

***Autopsy/Inspection Reports***

Autopsy/Inspection reports are available to legal next of kin and Law Enforcement without subpoena.  Prosecutors’ offices, primary care physicians, hospitals and legal council may also obtain reports with proper written request.

***Toxicology***

Toxicology reports are not open to any member of the public for inspection, copying or dissemination because they contain critical medical information about the decedent. Discussion of toxicology results are to only take place between the decedent’s next of kin and the Forensic Pathologist, Coroner , Chief Deputy Coroner and Investigator. In addition, toxicology results are not to be given out over the phone, unless the caller is known (Law Enforcement, prosecutor’s office etc.).