



RECORDS REQUEST POLICY

Policy# 14-0619-8 Records Request Policy (1 page)

Purpose: To have a policy that assures all available information needed for the investigation is requested by the lead investigator.

Justification: Information from all involved agencies both past and present can be vital to the investigation and needs to be available for review as the investigation is on-going.

Policy:

1. All requests will be made using the Ross County Records Request Form(attached to this policy)
2. Requests will be in a timely manner by the lead investigator. If unable to complete, the investigator will request assistance from the chief investigator. The lead investigator will provide all needed information to complete the task.
3. The following are reports required on all cases that apply: Pre-Hospital Pronouncement of Death Form, EMS Report, Fire Department Report and/or State Fire Marshal's Report, Law Enforcement Report, Emergency Department Report, Hospital Records, Past Medical Records, Children's Services Records.
4. Some cases are unique in nature and may require reports not listed in Item#3.
5. Some of the reports in Item#3 are automatically sent to this office, however it is the responsibility of the lead investigator to make sure the reports are received.

This policy has been approved and is in effect until further notice:

John A. Gabis, M.D.
Office of the Coroner, Ross County, Ohio

Date