



TENNESSEE DISTRICT ATTORNEYS GENERAL CONFERENCE

JAMES W. KIRBY  
EXECUTIVE DIRECTOR

Custodian of Records/Release of Information

Re: \_\_\_\_\_

To Whom It May Concern:

Please find attached to this letter a subpoena directing your facility to provide copies of the medical records pertaining to your treatment of the above-named individual.

It may also be necessary to interview you and other staff employees and to call them to testify at trial. Please consider this letter an investigatory request to interview you and other staff employed by your facility about the treatment of the above-named individual.

This office is familiar with the requirements of the Health Insurance Portability and Accountability Act of 1996 ("HIPAA") and the regulations providing guidance in the application of the statute. This office has carefully considered the predicate requirements of 45 C.F.R. 164.512(f)(1)(ii)(C)(1)-(3) and represents that:

- The information sought in our subpoena and in our investigatory request is relevant and material to legitimate law enforcement inquiry.
- The request is specific and limited in scope to the extent reasonably practicable in light of the purpose for which the information is sought.
- De-identified information could not reasonably be used in its stead.

If these representations are not sufficient to justify your disclosure of these records and to make yourself and any other relevant witness available for interview and possible testimony, please call me.

Thank you for your consideration of this matter.

Sincerely,

James W. Camp  
Assistant District Attorney General  
Traffic Safety Resource Prosecutor  
Tennessee District Attorneys General Conference