**Rejection Letter, Out of State Subpoena**

Date: \_\_\_\_\_\_\_\_\_\_

Addressee

Address

RE: Out of State Subpoena Rejection

Dear Sir/Madam:

We acknowledge receipt of your subpoena dated \_\_\_\_\_\_\_\_. Unfortunately, we are unable to honor this request.

In order for you to obtain patient information from UW Medicine, you will need to provide a properly issued:

* subpoena from Washington State,
* court order from Washington State, OR
* court order from Federal Court.

Alternatively, you may provide our office with a valid authorization for release of medical information signed and dated by the patient.

The subpoena you provided is enclosed. If you have any questions, please contact our office at xxx.xxx.xxxx from 7:30 a.m. to 5:00 p.m., Monday through Friday.

Sincerely,

Release of Information Office

Health Information Management