



The Commonwealth of Massachusetts
 Executive Office of Health and Human Services
 Department of Public Health
 Center for Health Information, Statistics, Research and Evaluation
 250 Washington Street, Boston, MA 02108-4619

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November 10, 2005

Health Information Manager
 Medical Records Department
 «Facility_Name»
 «Address»
 «Address2»
 «City», «State» «PostalCode»

Dear Sir or Madam:

Since February 1992, public health law (105 CMR 300.00) requires physicians and hospitals to report work-related injuries to persons under age 18 to the Massachusetts Department of Public Health. Review of the 2004 Uniform Hospital Discharge Data Set, and Outpatient Observation Stay Data Set as maintained by the Division of Health Care Finance and Policy, indicates that the following patient (s) was (were) under age 18 and admitted to your hospital with a work-related condition.

Medical Record #	Admission Date	Discharge Date
«Med_Rec_1»	«Admission_date»	«Discharge_date»
«Med_Rec_2»	«Admission_date_2»	«Discharge_date_2»
«Med_Rec_3»	«Admission_date_3»	«Discharge_date_3»
«Med_Rec_4»	«Admission_date_4»	«Discharge_date_4»

To assist you in fulfilling your hospital’s mandate, I am enclosing a case reporting form. Please fill in the pertinent information at your earliest convenience and mail it to or you may send a copy of the face sheet from the medical record:

Beatriz Pazos Vautin
 Department of Public Health
 Occupational Health Surveillance Program
 250 Washington St, 6th Floor
 Boston, MA 02108-4619

You may also fax the form to (617) 624-5696.

Thank you for your cooperation in this matter. All medical records will be kept confidential. No information identifying any patient will be released from this office without the patient’s permission. Reporting this information does not violate HIPAA because the above mentioned regulations require reporting of these occupational injuries. HIPAA expressly authorizes that physicians and other covered entities may disclose protected health information, without the written authorization of the individual, to a public health authority authorized by law to collect and receive such information (45 CFR §164.512(b)). If you have any questions, please call me at 617-624-5677.

Sincerely,

Beatriz Pazos Vautin, Project Coordinator, *Teens at Work: Injury Surveillance and Prevention Project*
Occupational Health Surveillance Program