



DIVISION OF PUBLIC HEALTH  
BUREAU OF COMMUNITY HEALTH PROMOTION

1 WEST WILSON STREET  
P O BOX 2659  
MADISON WI 53701-2659

Scott Walker  
Governor

Kitty Rhoades  
Secretary

State of Wisconsin

Department of Health Services

608-266-1251  
FAX: 608-267-2832  
TTY: 888-701-1253  
dhs.wisconsin.gov

Dear:

The Wisconsin Division of Public Health is part of a program to assess, reduce, and prevent fetal and infant deaths in Wisconsin – Fetal Infant Mortality Review teams (FIMR). The first step of this surveillance activity involves identifying infants who died within one year of life and stillbirths by matching birth to death records and using reports of fetal demise. . The next step is to gather information on individual, case related determinants of health. Case-level data are then summarized and aggregated for a systematic review of important contributing factors amenable to potential prevention actions. Through a multidisciplinary team process (FIMR), recommendations are made for policies, services, and programs to improve fetal and infant survival in Wisconsin communities.

Your partnership and participation in this effort are important. To obtain complete and accurate information on each case, **we are requesting medical record information on a patient served by your facility.** Because Chapter 250 of the Wisconsin Statutes authorizes the Department of Health Services to study and analyze maternal and child health, injuries and death to determine potential causes of morbidity and mortality, you are permitted to release this information to FIMR upon our written request. See Wis. Stats. § 146.82 (2) (a)5. Federal HIPPA at 45 CFR 164.512(b) also permits disclosure without consent for these same purposes as a permitted disclosure for public health activities to a public health authority such as this Department and local health authorities. This letter serves as the request for the medical records, under conditions of strict confidentiality, for patients that meet the criteria for FIMR review. The process prohibits identifying information related to patients, families, health care providers or facilities from being made public, and findings will only be presented as de-identified aggregate data. The Fetal and Infant Mortality Review Coordinator or Project Specialist from **[insert health department name]** will be in contact with your Records Department to arrange for an on-site record review for data abstraction. We intend to comply with your facility's policies regarding record requests; please feel free to call **[insert name and contact]** to discuss the review/abstraction process at your facility.

Thank you for your help and participation in this important public health effort aimed at reducing infant mortality in Wisconsin, your assistance is greatly appreciated.

Sincerely,

A handwritten signature in black ink that reads "Timothy E. Corden, MD." The signature is written in a cursive style.

Timothy E. Corden, MD  
Chief Medical Officer, Bureau of Community Health Promotion  
Division of Public Health  
(608) 266-5818 Fax (608) 266-8925  
[Timothy.corden@wisconsin.gov](mailto:Timothy.corden@wisconsin.gov)