



COMMISSIONERS  
THOMAS J. FARMER  
LINDA R. GOTT  
BRUCE E. JORGENSON  
MANAGER  
ANNETTE CREEKPAUM

**STANDARD TORT CLAIM FORM**  
**PLEASE TYPE OR PRINT IN INK**

General Liability Claim Form

Pursuant to Chapter 4.92 RCW, this form is for filing a tort claim against the Public Utility District No. 3 of Mason County. Some of the information requested on this form is required by RCW 4.92.100 and may be subject to public disclosure. Pursuant to the law, Standard Tort Claim forms cannot be submitted electronically (via email or fax).

For Official Use Only

Mail or deliver original claim to: Brian Taylor  
Auditor/Risk Manager  
PO Box 2148  
Shelton, WA 98584

Business Hours: Monday - Thursday 7:00 a.m. - 5:30 p.m.  
Telephone Number: 360-426-8255 ext. 5213  
Closed on weekends and official state holidays.

**PERSONAL INFORMATION**

1. CLAIMANT'S NAME:

\_\_\_\_\_  
Last name First Middle Date of Birth (mm/dd/yyyy)

2. INMATE DOC NUMBER (if applicable): \_\_\_\_\_

3. CURRENT RESIDENTIAL ADDRESS:  
\_\_\_\_\_

4. MAILING ADDRESS (if different):  
\_\_\_\_\_

5. RESIDENTIAL ADDRESS AT TIME OF INCIDENT:  
(if different from current address)  
\_\_\_\_\_

6. CLAIMANT'S DAYTIME TELEPHONE: ( ) \_\_\_\_\_ ( ) \_\_\_\_\_  
Home Business or Cell

7. CLAIMANT'S EMAIL ADDRESS: \_\_\_\_\_

**INCIDENT INFORMATION**

8. DATE OF INCIDENT: \_\_\_\_\_ TIME: \_\_\_\_\_ [ ] a.m. [ ] p.m. (check one)  
(mm/dd/yyyy)



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16. DESCRIBE THE CAUSE OF INJURY OR DAMAGES. EXPLAIN THE EXTENT OF PROPERTY LOSS OR MEDICAL, PHYSICAL, OR MENTAL INJURIES (ATTACH ADDITIONAL SHEETS IF NECESSARY).

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17. HAS THIS INCIDENT BEEN REPORTED TO LAW ENFORCEMENT, SAFETY, OR SECURITY PERSONNEL? IF SO, WHEN AND TO WHOM? PLEASE ATTACH A COPY OF THE REPORT OR CONTACT INFORMATION.

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18. NAMES, ADDRESSES AND TELEPHONE NUMBERS OF TREATING MEDICAL PROVIDERS. PLEASE ATTACH COPIES OF ALL MEDICAL REPORTS AND BILLINGS.

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19. PLEASE ATTACH DOCUMENTS WHICH SUPPORT THE ALLEGATIONS OF THIS CLAIM.

20. I CLAIM DAMAGES FROM MASON COUNTY PUD NO. 3 IN THE SUM OF \$ \_\_\_\_\_.

THIS CLAIM FORM MUST BE SIGNED BY THE CLAIMANT, A PERSON HOLDING A WRITTEN POWER OF ATTORNEY FROM THE CLAIMANT, BY THE ATTORNEY IN FACT FOR THE CLAIMANT, BY AN ATTORNEY ADMITTED TO PRACTICE IN WASHINGTON STATE ON THE CLAIMANT'S BEHALF, OR BY A COURT-APPROVED GUARDIAN OR GUARDIAN AD LITEM ON BEHALF OF THE CLAIMANT.



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Authorization for Release of Protected Health Information (PHI)  
To Mason County Public Utility District No. 3

Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_  
Last name First Middle (mm/dd/yyyy)

I hereby authorize disclosure of my protected health information to the Department of Enterprise Services, Office of Risk Management (Risk Management) for purposes of processing my claim for damages filed with the state of Washington.

I understand that by signing this document, I authorize the release of the following information:

Complete medical record for all services, including history and physical exam; progress notes; x-ray reports; inpatient admissions; operative notes; physical or other therapy; laboratory and other test reports; physician and physician assistant orders; nursing notes; and all other records and references designated by the provider as part of its medical record.

HIV Test Results and medical information related to HIV testing or treatment

Psychiatric, mental and behavioral health records, including treatment notes, assessments, testing documents and results, and medical records related to mental health diagnosis and treatment

Alcohol assessment, testing, referral or treatment records

All other chemical dependency assessment of treatment records Pharmacy prescriptions and reports

All letters and memos received or sent, including electronic mail, referencing my treatment, compliance with treatment and any other subject related to my medical treatment

Information related to alleged sexual assault or sexually transmitted disease, including test results Urgent care, outpatient or other clinic visit information

Gynecological and/or obstetrical information

All client records generated for or by governmental programs of which I am a client. Identify the program(s) and agency: \_\_\_\_\_

Financial records related to my care and treatment.

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I understand the following (PLEASE READ AND INITIAL ALL STATEMENTS):

\_\_\_\_\_ I understand that my records are protected under HIPAA/PHI regulations (federal law)  
Initials and the Washington State Health Care Information Act (RCW 70.02).

\_\_\_\_\_ I understand that my health information may be subject to re-disclosure by PUD No. 3  
Initials and not protected for purposes of evaluating and investigating the claim I  
have filed with PUD No. 3.

\_\_\_\_\_ I understand that the specific information to be disclosed in my medical record may  
Initials include information regarding alcohol, drug or other controlled substance use,  
counseling referrals and/or a history of testing or treatment of acquired immune  
deficiency syndrome.

\_\_\_\_\_ I understand that I may revoke this authorization at any time by notifying PUD No. 3  
Initials in writing, and that the revocation will be effective as of the date PUD No. 3 receives  
any records obtained pursuant to this Authorization for Release of PHI prior to the  
revocation will be deemed authorized by me for release.

\_\_\_\_\_ I understand that this Authorization for Release will expire 90 days from the date I sign  
Initials it. I can also authorize a different time frame for this release to be valid. This  
permission is valid until my claim is resolved or closed by PUD No. 3.

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A Photostat of this Authorization carries the same authority as the original for purposes of releasing my records to PUD No. 3.

Signature of Authorizing Individual:

\_\_\_\_\_

Date of Signature: \_\_\_\_\_

Telephone number: \_\_\_\_\_

Witness (where patient is over 13 and signing the release):

\_\_\_\_\_

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Where the signer is not the subject of the records:

I am authorized to sign this because I am the (attach proof of authority):

- Parent of minor
- Legal Guardian
- Personal Representative
- Other

To the Provider or Records Custodian:

Please send legible copies of all records to:

Brian Taylor  
Auditor /Risk Manager  
PO Box 2148  
Shelton, WA 98584

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