October 30, 2020

 Clinic Hospital

Records Custodian

ADDRESS

**Re:**

Dear Clinic Records Custodian:

The County Department of Human Services (“ CDHS”) has referred a case to our office in which the above-named individual is believed to be an adult at risk, as that term is defined in § 55.10(1e), *Wis. Stat*.

 CDHS is an adult-at-risk agency pursuant to chapter 55 of the Wisconsin Statutes. That chapter provides that upon information and belief that an adult at risk has been the subject of neglect, CDHS may respond by conducting an investigation to determine whether the adult at risk is in need of protective services. That investigation may include a review of the treatment and patient health care records of the adult at risk, as provided for in §55.043(1r)(b)(5), *Wis. Stat.*

It appears to County that a review of the treatment and patient health care records may indeed become necessary in this patient’s situation to determine the extent to which the patient has suffered neglect. Accordingly, I respectfully request that a representative from CDHS be allowed access to the patient’s records should such request become necessary.

Thank you for your attention to this matter. If you should have any questions or concerns regarding this, please feel free to contact our office.

 Sincerely,

 State Bar No.

cc: