

Standard Tort Claim Form Packet

Please *carefully read all of the information in this packet* before completing and presenting your Standard Tort Claim.

A New Law that Impacts Presenting a Standard Tort Claim Form

Engrossed Substitute House Bill 1553, effective July 26, 2009, requires citizens to present the Standard Tort Claim form with the Office of the Executive Director of the Yakima Regional Clean Air Agency (the Agency). The law also requires the Agency to post on its website the Standard Tort Claim form with instructions. In compliance with these requirements and for the convenience of citizens, the Agency developed a Standard Tort Claim Form Packet.

Documents Contained in the Standard Tort Claim Form Packet

1. Instructions for completing the Standard Tort Claim Form
2. Standard Tort Claim Form
3. Medical Authorization
4. Vehicle Collision Form only for tort claims involving vehicle accidents/collisions

Legal Requirements for Presenting Standard Tort Claim Forms

In order to verify the claim and additional supporting information, the law requires that the Standard Tort Claim form be signed by:

Claimant; or

Person holding a written power of attorney from the Claimant; or

Attorney in fact for the Claimant; or

Attorney admitted to practice in Washington State on the Claimant's behalf; or

A court-approved guardian or guardian ad litem on behalf of the Claimant

Present in Person or Mail the Standard Tort Claim Form and Supporting Documents to:

**Office of the Executive Director
Yakima Regional Clean Air Agency
329 N 1st St
Yakima, WA 98901**

Business Hours: Monday-Friday, 9:00 a.m. to 5:00 p.m. Closed on weekends and official state holidays.

INSTRUCTIONS FOR COMPLETING A STANDARD TORT CLAIM FORM

- Before presenting a Standard Tort Claim form, please read these instructions, the Standard Tort Claim form, and other appropriate forms in their entirety.
- Type or print clearly in ink and sign the Standard Tort Claim form.
- Provide all requested information and any available documents or evidence supporting your claim, such as medical records or bills for personal injuries, photographs, proof of ownership for property damages, receipts for property value, etc.
- If the requested information cannot be supplied in the space provided, please use additional blank sheets so your Standard Tort Claim form can be easily read and understood.
- The following are examples on how to complete the Standard Tort Claim Form:
 1. Smith, Karen Michelle
 2. 1234 College Way NW, Apt. 56, Seattle WA 98178
 3. PO Box 910, Seattle WA 98178
 4. Same (or residence at the time of incident)
 5. 206-123-4567
 6. 8:00 a.m., August 9, 2008
 7. If the incident that caused the damages occurred over a period of time, please provide the beginning time and the ending time in item 7
 8. Washington, Thurston, Tumwater, Campus of South Puget Sound Community College, Building number 22
 9. I-5, Southbound, Milepost 109, near the Martin Way Exit
 10. Washington State Department of Transportation, Highway
 11. Smith, Thomas Arthur, 1234 College Way NW, Apt. 56, Seattle WA 98178 (360) 456-3456; Tow Truck Driver, Nisqually Towing
 12. Unknown
 13. List all other witnesses having knowledge of the incident in question, with their names, addresses, and telephone numbers that are not listed within items 11 and 12. Also include a description of their knowledge. For example, if your sister was with you, when the alleged incident occurred, please include her name, address, telephone number, and indicate she witnessed the incident.
 14. Please provide all of your medical providers with their names, address, telephone numbers, and the type of treatment. If you were treated for a personal injury, please include your medical records and bills.
 15. Please describe the incident that resulted in the injury or damages, specifically answering the questions who, what, where, when and why.
 16. If you reported this incident to law enforcement, safety, or security personnel, please provide a copy of the report or contact information to the person you spoke with.
 17. Please provide the dollar amount for your damages, including your time loss, medical costs, property damage loss, etc. This amount should represent your opinion of total compensation.
- If you are presenting a personal injury claim, please sign and attach the Medical Release form.
- If your claim involves a motor vehicle accident, please complete, sign, and attach the Vehicle Collision Form.

STANDARD TORT CLAIM FORM

General Liability Claim Form

Pursuant to Chapter 4.96 RCW, this form is for filing a tort claim against the Yakima Regional Clean Air Agency (the Agency). Some of the information requested on this form is required by RCW 4.96.20 and may be subject to public disclosure. Pursuant to the law, Standard Tort Claim forms cannot be submitted electronically (via e-mail or fax).

For Official Use Only

PLEASE TYPE OR PRINT IN INK

To: Gary W. Pruitt, Executive Director
Yakima Regional Clean Air Agency
329 N 1st St
Yakima, WA

No.

CLAIMANT INFORMATION

1. Claimant's name: _____
Last name First Middle
2. Current residential address _____
3. Mailing address (if different): _____
4. Residential address at the time of the incident (if different from current address): _____
5. Claimant's daytime telephone number: _____
Home Work
6. Claimant's e-mail address: _____

INCIDENT INFORMATION

7. Date of the incident: _____ Time: _____
8. If the incident occurred over a period of time, date of first and last occurrences:
From: _____ Time: _____ a.m. p.m. (*check one*) to: _____ Time: _____ a.m. p.m. (*check one*)
(mm/dd/yyyy) (mm/dd/yyyy)
9. Location of incident: _____
10. If the incident occurred on a street or highway:

Name of street or highway Milepost number At the intersection with or nearest crossing street
11. Department alleged responsible for damage/injury:

12. Names, addresses and telephone numbers of all persons involved in or witness to this incident:

13. Names, addresses and telephone numbers of all Agency employees having knowledge about this incident:

14. Names, addresses and telephone numbers of all individuals not already identified in #12 and #13 above that have knowledge regarding the liability issues involved in this incident, or knowledge of the Claimant’s resulting damages. Please include a brief description as to the nature and extent of each person’s knowledge. Attach additional sheets if necessary.

15. Describe the cause of the injury or damages. Explain the extent of property loss or medical, physical or mental injuries. Attach additional sheets if necessary.

16. Has this incident been reported to law enforcement, safety or security personnel? If so, when and to whom?

17. Names, addresses and telephone numbers of treating medical providers. Attach copies of all medical reports and billings.

18. Please attach documents which support the claim’s allegations

19. I claim damages from the Yakima Regional Clean Air Agency 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.

I declare under penalty of perjury under the laws of the State of Washington that the foregoing is true and correct.

Signature of Claimant

Date and place (residential address, city and county)

Authorization for Release of Protected Health Information (PHI)
to
The Office of the Executive Director, Yakima Regional Clean Air Agency (the Agency)

Name: _____
(Last, First, Middle Initial or Middle Name)

Date of Birth: ____ Month ____ Day ____ Year

I hereby authorize disclosure of my protected health information to the Office of the Executive Director, for purposes of processing my claim for damages filed with the Agency.

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, 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

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

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

Initials I understand that my health information may be subject to re-disclosure by the Agency and not protected for purposes of evaluating and investigating the claim I have filed with the Agency.

Initials I understand that the specific information to be disclosed in my medical record may 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.

Initials I understand that I may revoke this authorization at any time by notifying the Agency in writing, and that the revocation will be effective as of the date the Agency receives it. Any records obtained pursuant to this Authorization for Release of PHI prior to the revocation will be deemed authorized by me for release.

Initials I understand that this Authorization for Release will expire 90 days from the date I sign 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 the Agency.

A Photostat of this Authorization carries the same authority as the original for purposes of releasing my records to OFM.

Signature of Authorizing Individual:

Date of Signature: _____

Telephone number: _____

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

Where the signer is not the subject of the records:

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

- Claimant Parent of minor Legal Guardian Personal Representative
 Other _____

To the Provider or Records Custodian
Please send legible copies of all records to:

**Office of the Executive Director
Yakima Regional Clean Air Agency
329 N 1st St
Yakima, WA 98901**

VEHICLE COLLISION FORM

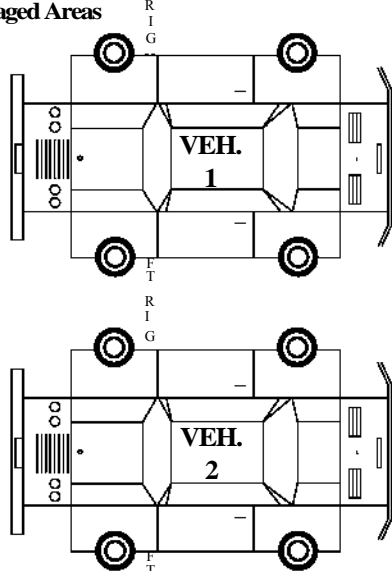
PLEASE TYPE OR PRINT IN INK

Please attach this form to your standard tort claim form, if the claim involves a vehicle collision.

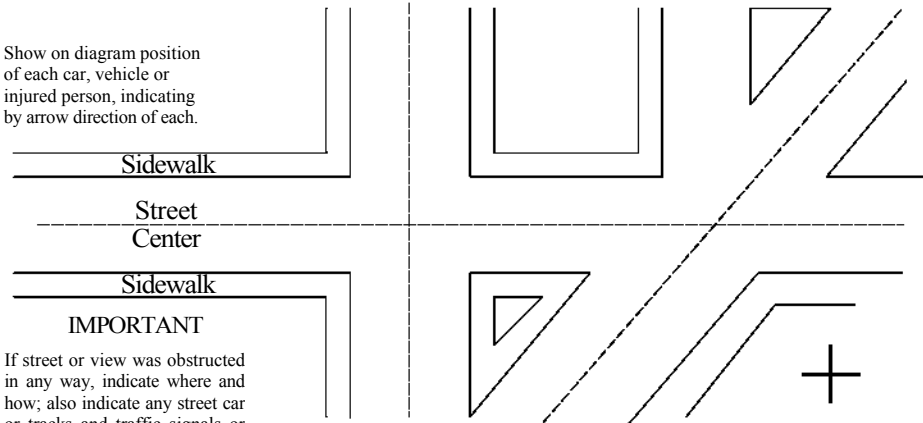
CLAIMANT AND INCIDENT INFORMATION (AAA TYPAT)	CLAIMANT'S NAME (A SEPARATE FORM MUST BE COMPLETED FOR EACH CLAIMANT)				DATE OF ACCIDENT(mm/dd/yyyy)		TIME AM PM	
	CURRENT STREET (RESIDENCE) ADDRESS				CITY		STATE ZIP	
	(RESIDENCE) STREET ADDRESS FOR SIX MONTHS PRIOR TO THE ACCIDENT				CITY		STATE ZIP	
	/ State/County/City (if applicable) where occurred				STREET OR HWY		MILEPOST NO. INTERSECTION OR NEAREST STREET/ROAD	
YOUR VEHICLE INFORMATION (VEHICLE #1)	YEAR	MAKE	MODEL	LICENSE PLATE NO.	WHERE CAN CAR BE SEEN?			WHEN?
	NAME OF VEHICLE OWNER		ADDRESS		CITY		HOME AND WORK PHONE	
	NAME OF DRIVER		ADDRESS		CITY		HOME AND WORK PHONE	
	DRIVER'S LICENSE NUMBER			STATE OF ISSUANCE		DATE OF EXPIRATION		
	DESCRIBE DAMAGE				ESTIMATE \$	YOUR INSURANCE COMPANY AND POLICY NO.		
	YEAR	MAKE	MODEL	LICENSE PLATE NO.	STATE AGENCY, IF KNOWN			
OTHER VEHICLE INFORMATION (VEHICLE #2)	NAME OF OWNER		ADDRESS		CITY		PHONE	
	NAME OF DRIVER		ADDRESS		CITY		PHONE	
	DESCRIBE DAMAGE						ESTIMATE \$	
	WAS OTHER (NON-VEHICLE) PROPERTY DAMAGED? IF SO, DESCRIBE WHAT TYPE OF PROPERTY WAS DAMAGED.							
OTHER NON-VEHICLE DAMAGE	NAME OF OWNER		ADDRESS		CITY		PHONE	
	DESCRIBE DAMAGE						ESTIMATE \$	
	NAME	ADDRESS	PHONE	INJURY	AGE VEH 1	VEH 2	VEH 3	PED OTH
INJURED PARTIES	HOME WORK							
	HOME WORK							
	HOME WORK							
	HOME WORK							
	HOME WORK							
	NAME (ATTACH ADDITIONAL SHEETS IF NECESSARY)				ADDRESS		CITY PHONE	
WITNESSES					HOME WORK			
					HOME WORK			
					HOME WORK			

COMPLETE ALL DETAILS

Describe conduct and circumstances causing injury or damages and explain the extent of medical, physical or mental injuries. Please identify name, address, and telephone number of treating physicians and other medical providers. Please attach property damage estimates and/or all medical bills in support of your claim. If necessary, attach additional pages containing information in this format.

<input type="checkbox"/> Straight Road <input type="checkbox"/> Curve – R or L <input type="checkbox"/> Level	<input type="checkbox"/> Hillcrest <input type="checkbox"/> Uphill <input type="checkbox"/> Downhill	<input type="checkbox"/> One Lane <input type="checkbox"/> One and One-Half Lane <input type="checkbox"/> Two Lane or Four Lane	Mark Damaged Areas 
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Show on diagram position of each car, vehicle or injured person, indicating by arrow direction of each.



IMPORTANT

If street or view was obstructed in any way, indicate where and how; also indicate any street car or tracks and traffic signals or signs.

Indicate points of compass
N. E. S. W.

LIGHT CONDITIONS (CHECK ONE)	TRAFFIC CONTROL	TYPE OF ROAD (CHECK ONE OR MORE)	VEHICLE CONDITION (CHECK ONE OR MORE)	ROAD SURFACE (CHECK ONE)	WEATHER (CHECK ONE)
1 DAYLIGHT	VEHICLE NO. 1 NO. 2	VEHICLE NO.1 NO. 2	VEHICLE NO. 1 NO. 2	VEHICLE NO. 1 NO. 2	1 CLEAR, CLOUDY & OVERCAST
2 DAWN	1	1 ONE WAY	1 DEFECTIVE BRAKES	1 DRY	2 RAINING
3 DUSK	2 SIGNALS	2 TWO WAY	2 DEFECTIVE HEADLIGHTS	2 WET	3 SNOWING
4 DARK STREET LIGHTS ON	3 STOP SIGN	3	3 DEFECTIVE REAR LIGHTS	3 SNOW	4 FOG
5 DARK STREET LIGHTS OFF	4 FLASHING RED	4 REVERSIBLE ROAD INTER-CHANGE LOOP RAMP ALLEY	4 TIRES WORN	4 ICE	5 OTHER (SPECIFY)
6 DARK NO STREET LIGHT	5 FLASHING AMBER	5	5 PUNCTURED OR BLOWN TIRES	5 OTHER (SPECIFY)	
7 OTHER (SPECIFY)	6 RR SIGNAL	6 TWO WAY-LEFT TURN LANES	6 OTHER (SPECIFY)		
	7 OFFICER/FLAGMAN				NAME OF INVESTIGATING POLICE AGENCY:
	8 YIELD SIGN	1 SEPARATED			
	9 NOTRAFFIC CONTROL	2 DIVIDED			INVESTIGATING AGENCY REPORT NO.
	OTHER	3 UNDIVIDED			

A separate claim form should be submitted for each claimant

This information is being provided to aid in resolving the claim.

I declare under penalty of perjury under the laws of the State of Washington that the foregoing is true and correct.

Signature of Claimant

Date and Place (residential address, city and county)