

## Subpoena Requests

- Recipient records and/or Medicaid subrogation amounts may be obtained, without the need for a subpoena, by submitting each of the following forms to Medicaid's Third Party Contractor, HMS:
  1. **Request for Medical Records Form**  
[http://medicaid.alabama.gov/documents/9.0\\_Resources/9.4\\_Forms\\_Library/9.4.1\\_Applicant-Recipient\\_Forms/9.4.1\\_Form\\_3P-1\\_Medical\\_Record\\_Request\\_Fillable\\_Revised\\_4-30-18.pdf](http://medicaid.alabama.gov/documents/9.0_Resources/9.4_Forms_Library/9.4.1_Applicant-Recipient_Forms/9.4.1_Form_3P-1_Medical_Record_Request_Fillable_Revised_4-30-18.pdf)
  2. **HIPAA Compliant Medical Authorization Form**  
[http://medicaid.alabama.gov/documents/9.0\\_Resources/9.4\\_Forms\\_Library/9.4.1\\_Applicant-Recipient\\_Forms/9.4.1\\_Authorization\\_Release\\_Information\\_Fillable\\_Revised\\_1-9-18.pdf](http://medicaid.alabama.gov/documents/9.0_Resources/9.4_Forms_Library/9.4.1_Applicant-Recipient_Forms/9.4.1_Authorization_Release_Information_Fillable_Revised_1-9-18.pdf)
- The contact information for HMS's Casualty Unit is:  
Phone: 877-252-8949  
Fax: 866-274-5974  
Email: [ALCasualty@hms.com](mailto:ALCasualty@hms.com)
- When a subpoena is necessary, all subpoena requests must be made out to the **Alabama Medicaid Agency** and submitted to the Agency's Legal Division located at 501 Dexter Ave. Montgomery, AL 36106.