



Tooele County Health Department
NOTICE OF PRIVACY PRACTICES
(Effective: April 14, 2003)

THIS NOTICE DESCRIBES HOW MEDICAL INFORMATION ABOUT YOU MAY BE USED, DISCLOSED AND/OR REQUESTED AND HOW YOU MAY ACCESS THIS INFORMATION. PLEASE REVIEW THIS NOTICE CAREFULLY.

The Tooele County Health Department (TCHD) is committed to protecting your medical information. The TCHD is required by federal and state laws to maintain the privacy of your medical information, provide this notice to you, and abide by the terms of this notice.

HOW WE USE YOUR HEALTH INFORMATION - When you receive care from the TCHD we may use your health information for treating you, billing for services, and conducting our normal business known as health care operations. Examples of how we use your information include:

- **Treatment** – We keep records of the care and services provided to you. Health care providers use these records to deliver quality care to meet your needs.
- **Payment** – We keep billing records that include payment information and documentation of the services provided to you. Your information may be used to obtain payment from you, your insurance company, or other third party. We may also contact your insurance company to verify coverage for your care or to notify them of upcoming services that may need prior notice or approval.
- **Health Care Operations** – We use health information to improve the quality of care, provide customer service, manage costs, conduct required business duties and make plans to better serve our communities.

OTHER SERVICES WE PROVIDE

We may also use your health information to:

- Recommend treatment alternatives.
- Tell you about health services and products that may benefit you.
- Share information with family or friends involved in your care or payment for your care.
- Share information with third parties who assist us with treatment, payment, and health care operations. Our business associates must follow laws required to maintain confidentiality.
- Remind you of an appointment (optional, notify the scheduler if you do not wish to be reminded).

YOUR INDIVIDUAL RIGHTS

You have the right to:

- Request restrictions on how we use and share your health information. We will consider all requests for restrictions carefully but are not required to agree to any restriction.
- Request that we use a specific telephone number or address to communicate with you.
- Inspect and copy your health information, including medical and billing records. Fees may apply. Under limited circumstances, we may deny you access to a portion of your health information and you may request a review of the denial. *
- Request corrections or additions to your health information. *

- Request an accounting of certain disclosures of your health information made by us. The accounting does not include disclosures made for treatment, payment, and health care operations and some disclosures required by law. Your request must state the period of time desired for the accounting, which must be within the six years prior to your request and exclude dates prior to April 14, 2003. The first accounting is free but a fee will apply if more than one request is made in a 12-month period. *
- Request a paper copy of this notice even if you agree to receive it electronically.

* Requests marked with a star (*) must be made in writing. Contact the TCHD Privacy Officer for the appropriate form for your request. It is our policy to respond to requests for an accounting within 30 days from the date of request.

SHARING YOUR HEALTH INFORMATION

There are limited situations when we are permitted or required to disclose health information without your signed authorization. These situations include:

- For public health purposes such as reporting communicable disease, work-related illnesses, or other diseases and injuries permitted by law; reporting births and deaths, and reporting reactions to drugs and problems with medical devices, as required by law.
- To protect victims of abuse, neglect, or domestic violence, as required by law.
- For health oversight activities such as investigations, audits, and inspections.
- For lawsuits and similar proceedings, as required by law or court order.
- When requested by law enforcement, as required by law or court order.
- To coroners, medical examiners, and funeral directors, as required by law.
- For organ and tissue donation, as required by law.
- For research approved by our review process under strict federal guidelines.
- For workers' compensation or other similar programs if you are injured at work.
- For specialized government functions such as intelligence and national security, as required by law or court order.
- To reduce or prevent a serious threat to public health and safety, as required by law.

All other uses and disclosures, not described in this notice, require your signed authorization. You may revoke your authorization at any time with a written statement.

OUR PRIVACY RESPONSIBILITIES

The Tooele County Health Department is required by law to:

- Maintain the privacy of your health information.
- Provide this notice that describes the ways we may use and share your health information.
- Follow the terms of the notice currently in effect.

We reserve the right to make changes to this notice at any time and make the new privacy practices effective for all information we maintain. Current notices will be posted in TCHD clinics and on our website, www.tooelehealth.org. You may also request a copy of any notice from the TCHD Privacy Officer listed below.

CONTACT US

If you would like further information about your privacy rights, are concerned that your privacy rights have been violated, or disagree with a decision that we made about access to your health information, contact the TCHD Privacy Officer, at 151 North Main Street, Tooele, UT 84074 or call (435)843-2310.

We will investigate all complaints and will not retaliate against you for filing a complaint/concern. You may also file a written complaint with the Office of Civil Rights, 200 Independence Avenue, S.W. Room 509F HHH Bldg., Washington, D.C. 20201.