

EL CENTRO FIRE DEPARTMENT
NOTICE OF PRIVACY PRACTICES

THIS NOTICE DESCRIBES HOW MEDICAL INFORMATION ABOUT YOU MAY BE USED AND DISCLOSED AND HOW YOU CAN GET ACCESS TO THIS INFORMATION. PLEASE REVIEW IT CAREFULLY.

The El Centro Fire Department is required by law to maintain the privacy of certain protected health information (or PHI), and to provide you with a notice of our legal duties and privacy practices with respect to your protected health information, and to abide by the term of the notice currently in effect.

The El Centro Fire Department may use PHI for the purposes of Treatment, Payment and Health Care Operations, in most cases without your written permission. Examples of our uses of your PHI:

Treatment: This includes obtaining verbal and written information about your medical condition and treatment from you as well as from others, such as doctors and nurses who give orders to allow us to provide treatment to you. We may give your PHI to other health care providers involved in your treatment, and may transfer your PHI via radio or telephone to the hospital or dispatch center.

Payment: This includes any necessary activities to get reimbursement for services provided to you, such as determining medical necessities, submitting claims to insurance carriers and collection of outstanding accounts.

Health Care Operations: This includes quality assurance activities, licensing, and training program to ensure that our personnel meet our standards of care.

Other use and disclosure of PHI are permitted or required by law:

- Under emergency circumstance – to identify a deceased person, or the cause of death.
- Limited law enforcement activities - such as to identify and to locate a suspect or to stop a crime.
- Activities related to national defense and security.
- Oversight of the health care system.
- Legal processing as required by a court or an administrative order, or in response to a subpoena.
- Communicate with individuals that are directly involved in your care.
- Otherwise use or disclose health information about you in a way that does not personally identify you.
- Other use and disclosure as permitted or required by law.

All other uses and disclosures of PHI will be made only with your authorization and you have the right to revoke such authorization at any time, in writing, except to the extent that we have already used or disclosed PHI in reliance on that authorization.

As a patient, you have a number of rights under the privacy rule with respect to you PHI:

- You have the right to access, inspect and make copy of your PHI. We may also charge you a reasonable fee for you to copy any medical information that you have the right to access.
- You have the right to amend your PHI. We are permitted by law to deny your request if we believe the PHI we have is correct.
- You have the right to an accounting of most non-routine use and disclosure of your PHI in the six years prior to the date of your request. We do not have to give you an accounting of PHI we use or disclose to carry out treatment, payment and health care operations, or the use and disclosure of PHI that you have given authorization.
- You have the right to request restrictions on certain uses and disclosure of your PHI. We are not required to agree to any restrictions you request, but any restrictions we agreed in writing are binding on the El Centro Fire Department.
- You have the right to receive confidential communications of your PHI.
- You have the right to obtain a paper copy of this notice upon request.

You also have the right to complain to us, or to the Secretary of the United States Department of Health and Human Services if you believe your privacy rights have been violated. You will not be retaliated in any way for filing a complaint with us or to the government.

Should you have any questions, comments or complaints you may direct all inquiries to our office.

Privacy Officer, El Centro Fire Department
775 State Street
El Centro, CA 92243
760-337-4530

Effective Date of this Notice: July 1, 2003

The El Centro Fire Department reserves the right to change its privacy practices and the terms of this Notice, and to apply the revised practices to PHI previously created or received. You may request a new copy of the Notice by contacting the above Privacy Office.