

LORAIN COUNTY HEALTH DEPARTMENT NOTICE OF PRIVACY PRACTICES

NOTE: 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.

Uses & Disclosures

Treatment Your health information may be used by Lorain County Health Department staff members or disclosed to other health care professionals for the purposes of evaluating your health, diagnosing medical conditions and providing treatment.

Payment Your health information may be used to seek payment from your health plan, from other sources of coverage such as an automobile insurer, or from credit card companies that you might use for payment of services.

Health Care Operations Your health information may be used as necessary to support the day-to-day activities and management of the Lorain County Health Department, such as budgeting, financial reporting, and quality control.

Mandatory Reporting Your health information may be disclosed to law enforcement agencies and to public health agencies when required by law. Examples include the reporting of suspected child abuse or neglect and the reporting of certain communicable diseases.

Additional Uses Your health information may be used to send you appointment reminders and to send you information that you may find helpful in the treatment and management of your medical condition.

Disclosure or use of your health information for any purpose other than listed above requires your specific written authorization. If you change your mind after authorizing a use or disclosure of your health information, you may submit a written revocation of such authorization. Your decision to revoke such authorization will not affect or undo any prior authorized use or disclosure.

Your Rights As an individual, you have certain rights under federal privacy standards. These include:

- ◆ the right to request restrictions on the use and disclosure of your protected health information
- ◆ the right to receive confidential communications regarding your medical condition and treatment
- ◆ the right to inspect and copy your protected health information
- ◆ the right to amend or submit corrections to your protected health information
- ◆ the right to receive an accounting of how and to whom your protected health information has been disclosed
- ◆ the right to receive a copy of this notice

Duties The Lorain County Health Department is required by law to maintain the privacy of your protected health information; to provide you with this notice of privacy practices; and to abide by the privacy policies and practices outlined herein.

Our Rights The Health Department reserves the right to amend or modify its privacy policies and practices as permitted by law. Changes may be required by revisions in federal and state laws and regulations. Upon request, the Health Department will provide you with the most recently revised notice on any office visit by you.

Requests to Inspect

You may generally inspect or copy the protected health information about you that the Health Department maintains. Any such request shall be submitted in writing to the Receptionist at the main office of the Health Department.

Requests to inspect will be reviewed and will generally be approved unless there are legal or medical reasons to deny the request.

Complaints

If you like would to submit a comment or complaint about the privacy practices of the Lorain County Health Department, you may do so by sending a letter outlining your concerns to:

Lorain County Health Department
Attn: Assistant Prosecuting Attorney
9880 South Murray Ridge Road
Elyria, Ohio 44035

If you believe that your privacy rights have been violated, you should call the matter to the attention of the Health Department by sending a letter describing the circumstances and cause of your belief to the same address.

You will not be receive any penalty or retaliation for filing any complaint.

Contact Person

The name and address of the person you may contact for further information regarding the privacy practices of the Health Department is:

Assistant Prosecuting Attorney
Lorain County Health Department
9880 South Murray Ridge
Elyria, Ohio 44035
Phone: (440) 322-6367

Effective Date

This notice is effective on and after **April 14, 2003** and shall remain in force and effect unless or until revised or superceded.