

ST. CLAIR COUNTY HEALTH DEPARTMENT
19 Public Square, Suite 150
Belleville, IL 62220

NOTICE OF PRIVACY PRACTICES

Effective April 14, 2014

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

If you have any questions about this Notice, you can contact: St. Clair County Health Department, Chief Privacy Officer, 19 Public Square, Suite 150, Belleville, IL 62220.

Who will follow this Notice: The St. Clair County Health Department workforce employed or otherwise, including all divisions and units. Any health care professional authorized by St. Clair County Health Department to enter information in your health record and any operations outsourced to our Business Associates. All these entities, sites and locations will follow the terms of this Notice unless they are already required by law to follow the federal privacy rule. We may share health information with each other for treatment, payment or operations purposes and as described in this notice.

St. Clair County Health Department acknowledges that protected health information that identifies any client and the client's health is private. This information is known as Protected Health Information (PHI) in compliance with the privacy regulations falling under the Health Insurance Portability and Accountability Act of 1996 (HIPAA). Records of the care and services received from St. Clair County Health Department are created to insure the provision of quality care and to comply with certain state and federal policy and legal requirements. We are required to maintain privacy of your PHI. We are also required by law to provide you with this notice of legal duties and privacy practices. In addition, the law requires us to ask you to sign an Acknowledgement that you received this Notice

This is a list of some of the types of uses and disclosures of PHI that may occur:

Treatment: St. Clair County Health Department may use and disclose protected health information about a client to provide, coordinate or manage health care and any related services. We may disclose protected health information about the client to different departments within St. Clair County Health Department who are involved directly in the client's care. We also may disclose protected health information about a client to people outside St. Clair County Health Department who may be involved in the client's medical care such as primary care providers, nurses, other health departments and/or supportive agencies. In emergency

situations, St. Clair County Health Department will use and disclose client protected health information to provide necessary treatment.

Payment: St. Clair County Health Department may use and disclose protected health information about a client so that the treatment and services received by St. Clair County Health Department may be billed to and payment may be collected from the client, Medicaid, Medicare, an insurance company, or a third party payee source.

Health Care Operations: St. Clair County Health Department may use and disclose protected health information about clients for health department operations. These uses and disclosures are necessary for the operation of St. Clair County Health Department and its clinical sites to insure that all clients receive quality care. Protected health information may be used to review treatment, services, and to evaluate staff performance in the care of clients. We may also combine protected health information about clients to evaluate what additional services should be offered and what services are not needed. We may also disclose information to primary care providers, nurses, technicians, medical and nursing students for review and learning purposes. We may also combine the protected health information we have with protected health information from other health departments, hospitals, and primary care providers in order to obtain a complete history of medical care. We may remove information that identifies a client from a set of protected health information, so others may use it to study health care and health care delivery without learning specific client identity.

Appointment Reminders: St. Clair County Health Department may use and disclose protected health information to contact a client as a reminder of scheduled appointments at St. Clair County Health Department.

Facility Directory: St. Clair County Health Department maintains a facility Directory. If a client does not want a family member or friend informed they are in the facility, the client must make this known at the time of service.

Immunizations: St. Clair County Health Department may release information regarding immunizations to a school or other facility with your permission.

Treatment Alternatives: St. Clair County Health Department may use and disclose protected health information to inform the client about or to recommend possible treatment options or alternatives that may be of interest to the client.

Health-Related Benefits and Services: St. Clair County Health Department may use and disclose protected health information or personal information to assist the client in obtaining health-related benefits or services.

Community Services Activities: St. Clair County Health Department may use protected health information about a client in an effort to provide health related community service activities. We may disclose protected health information to members of a business or volunteer group assisting in the client's receipt of services from St. Clair County Health Department.

Individuals Involved in Patient Care or Payment for Care: St. Clair County Health Department may release protected health information about a client to a friend or family member, designated by the client or client's legal guardian, who is involved in the client's medical care.

Research: You will need to sign an Authorization form before we use or disclose any protected health information for research purposes except in limited situations.

Food and Drug Administration: St. Clair County Health Department may disclose your protected health information to a person or company required by the Food and Drug Administration to do the following:

- Report adverse events, product defects or problems and biologic product deviations.
- Track products.
- Enable product recalls.
- Make repairs or replacements.
- Conduct post-marketing surveillance as required.

Fundraising: St. Clair County Health Department may contact the client to inform them of fundraising activities. St. Clair County Health Department must provide the client an opportunity to opt out of receiving any fundraising communications upon request.

Marketing: St. Clair County Health Department does not typically engage in marketing activities, and would need your authorization to do so.

Sale of PHI: St. Clair County Health Department will not sell your PHI without your authorization.

As Required By Law: St. Clair County Health Department will disclose protected health information about a client when required to do so by federal, state or local law. **Illinois law** has certain requirements that govern the use or disclosure of your PHI. In order for us to release information about mental health treatment, genetic information, your AIDS/HIV status, and alcohol or drug abuse treatment, you will be required to sign an authorization form unless state law allows us to make the specific type of use or disclosure without your authorization.

To Avert a Serious Threat to Health or Safety: St. Clair County Health Department may use and disclose protected health information about a client when necessary to prevent a serious threat to the client's health and safety or the health and safety of the public or another person. Any disclosures, however, would only be to someone able to help prevent the threat.

Military and Veterans: If a client is a member of the armed forces, St. Clair County Health Department may release protected health information about the client as required by military command authorities. We may also release

protected health information about foreign military personnel to the appropriate foreign military authority. We may also use and disclose PHI to the Department of Veterans Affairs to determine eligibility for benefits.

Workers' Compensation: St. Clair County Health Department may release protected health information about you for workers' compensation or similar programs. These programs provide benefits for work-related injuries and/or illness.

Public Health Risks: St. Clair County Health Department may disclose protected health information about a client to a public health authority who is permitted by law to collect or receive information for public health activities. These activities generally include but are not limited to the following:

- Prevent or control disease, injury, or disability.
- Report births and deaths.
- Report child abuse or neglect.
- Report reactions to medications, immunizations, food borne illness, or problems with products.
- Notify people of recalls of products they may be using.
- Notify a person who may have been exposed to a disease or may be at risk for contracting or spreading a disease or condition.
- Notify the appropriate government authority if St. Clair County Health Department believes a client has been the victim of abuse, neglect or domestic violence.

Health Oversight Activities: St. Clair County Health Department may disclose protected health information to a health oversight agency for activities authorized by law. These oversight activities include, for example, audits, investigations, inspections, and licensure. These activities are necessary for the government to monitor the health care system, government programs, and compliance with civil rights and privacy laws.

Lawsuits and Disputes: If a client is involved in a lawsuit or a dispute, St. Clair County Health Department may disclose protected health information about that client in response to a court or administrative order. We may also disclose protected health information about the client in response to a subpoena, discovery request, or other lawful process by someone else involved in the dispute, but only if efforts have been made to tell the client about the request or to obtain an order protecting the information requested.

Law Enforcement: St. Clair County Health Department may release protected health information if asked to do so by a law enforcement official:

- In response to a court order, subpoena, warrant, summons or similar process;
- To identify or locate a suspect, fugitive, material witness, or missing person;
- About the victim of a crime if, under certain limited circumstances, St. Clair County Health Department is unable to obtain the client's agreement;
- About a death St. Clair County Health Department believes may be the result of criminal conduct;

- About criminal conduct at the St. Clair County Health Department; and
- In emergency circumstances to report a crime; the location of the crime or victims; or the identity, description or location of the person who committed the crime.

Coroners and Medical Examiners and Funeral Directors: St. Clair County Health Department may release protected health information to a coroner or medical examiner for the purpose of identification, to determine the cause of death, or for the performance of other duties authorized by law. Funeral Directors may need PHI to carry out their duties.

National Security and Intelligence Activities: St. Clair County Health Department may release protected health information about a client to authorized federal officials for intelligence, counterintelligence, and other national security activities authorized by law.

Correctional Institutions and custodial situations: If a St. Clair County Health Department client is an inmate of a correctional institution or under the custody of a law enforcement official, we may release protected health information about that client to the correctional institution or law enforcement official. This release would be necessary (1) for the institution to provide the client with health care; (2) to protect the client's health and safety or the health and safety of others; or (3) for the safety and security of the correctional institution.

Client Rights

Clients receiving services from St. Clair County Health Department have the following rights regarding protected health information kept about the client. The client has the following rights:

Right to Inspect and Copy: The client has the right to inspect and copy protected health information generated by St. Clair County Health Department that may be used to make decisions about his/her care.

To inspect and copy protected health information generated by St. Clair County Health Department, that may be used to make decisions about his/her care, the client must submit a request in writing to the St. Clair County Health Department Chief Privacy Officer, 19 Public Square, Suite 150, Belleville, IL 62220. The Chief Privacy Officer will collaborate with the appropriate Divisional Director in order to obtain the client's protected health information. St. Clair County Health Department may charge a fee, according to County policy, for the costs of copying, mailing or other supplies associated with the request.

St. Clair County Health Department may deny a client's request to inspect and copy PHI in limited circumstances. If a client is denied access to protected health information, the client will be notified in writing with explanation of reasons and options.

Right to Amend: A client who has received services from St. Clair County Health Department has the right to request that protected health information about them be amended, if they feel that the protected health information about them is incorrect or incomplete. A client has the right to request an amendment for as long as St. Clair County Health Department keeps the information.

To request an amendment to Protected Health Information, a client must request in writing, submit to the St. Clair County Health Department Chief Privacy Officer and provide a reason that supports the request.

St. Clair County Health Department is not required to agree with client request to amend and may deny a client's request for an amendment if it is not in writing or does not include a reason to support the request. In addition, St. Clair County Health Department may deny a client's request if asked to amend information that:

- was not created by St. Clair County Health Department,
- the person or entity that created the information is no longer available to make the amendment,
- is not part of the protected health information kept by or for St. Clair County Health Department,
- is not part of the information permitted to be inspected and copied,
- is accurate and complete.

Right to an Accounting of Disclosures: Clients who have received services from St. Clair County Health Department have the right to request an "Accounting of Disclosures" that were made for purposes other than treatment, payment, and health care operations, or release made pursuant to your authorization.

To request this protected health information "Accounting of Disclosures, the client must submit a request in writing to the St. Clair County Health Department Chief Privacy Officer. The request must state a time period, which may not be longer than six years prior to the date of the request, and may not include dates before April 14, 2003. The request should indicate in what format the list is desired (i.e. paper, electronically). The first list requested within a 12 month period would be free. For additional lists, St. Clair County Health Department may charge the client for the costs of providing the list. St. Clair County Health Department will notify the client of the cost involved and allow the client to withdraw or modify the request at that time before any costs are incurred.

Right to Request Restrictions: The client has the right to request a restriction or limitation on the protected health information disclosed about him/her for treatment, payment or health care operations. The client also has the right to request a limit on the protected health information disclosed by St. Clair County Health Department about the client to someone who is involved in their care or the payment for their care. The client must make his/her request in writing.

St. Clair County Health Department is not required to agree to client request. If St. Clair County Health Department does agree with the request, we

will comply with the request unless the information is needed to provide emergency treatment for that client.

St. Clair County Health Department will agree **not to bill your health plan** if the client has paid for services in full in advance.

Right to Request Confidential Communications: The client has the right to request confidential communication. For example the client can request St. Clair County Health Department only contact the client at home or only at work or by mail. The client must make his/her request in writing. St Clair County Health Department will accommodate all reasonable requests.

Breach: If there is a breach affecting a clients unsecured PHI, the client will be notified.

Right to a Copy of This Notice: The client has the right to a paper copy of this notice. The client may ask St. Clair County Health Department for a copy of this notice at any time. If the client has agreed to receive this notice electronically, he/she is still entitled to a paper copy of this notice.

The client may obtain a copy of this notice at our website, www.co.st-clair.il.us

To obtain a paper copy of this notice, contact the St. Clair County Health Department Chief Privacy Officer at (618) 233-7703.

Changes to This Notice: St. Clair County Health Department reserves the right to change this notice effective for protected health information we already have about the client as well as any information we receive in the future.

St. Clair County Health Department will post a copy of the current notice with the effective date in all service areas and on our website: www.co.st-clair.il.us.

Complaints: If a client believes that his/her privacy rights have been violated, they may file a written complaint with the St. Clair County Health Department Chief Privacy Officer or with the Secretary of Health and Human Services.

To file a complaint with St. Clair County Health Department, contact the St. Clair County Health Department Chief Privacy Officer, 19 Public Square, Suite 150, Belleville, IL 62220.

To file a complaint directly with the Secretary of Health and Human Services, contact the Office for Civil Rights (OCR), Washington D.C. The address for filing a complaint with the OCR and the OCR Health Information Privacy Complaint form will be provided to any person, upon request.

Clients receiving services from St. Clair County Health Department will not be penalized or denied services for filing a complaint.

Other uses of Protected Health Information: Other uses and disclosures of protected health information not covered by this procedure or the laws that apply to St. Clair County Health Department will be made only with the client's written permission. If the client provides St. Clair County Health Department permission to use or disclose protected health information about them, the client may revoke that permission, in writing, at any time. If the client revokes permission, St. Clair County Health Department will no longer use or disclose protected health information about the client for the reasons covered by the written authorization. St. Clair County Health Department is unable to take back any disclosures already made with the client's permission, and that St. Clair County Health Department is required to retain records of care provided to the client.

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