

Notice of Privacy Practices Regarding Your Protected Health Information

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

Your health information is private. The City of Independence Health Department (IHD) understands that the information it collects about you and your health is personal. IHD is required by state and federal law to protect your health information from being improperly used or released. This notice will tell you what IHD may legally do with your protected health information. It will also tell you your rights about such information kept by IHD.

IHD is required to provide you this notice regarding your protected health information. IHD will follow the requirements of this notice. IHD reserves the right to change this notice. All changes to this notice will apply to all of your protected health information. If this notice is changed, the new notice will be made available on the City of Independence website, in our local office or it will be mailed to you upon request.

Information Handling

In our normal business operations, IHD may receive protected health information, which is information identifying you, your family or close contacts and which includes some indication of your medical condition. The law requires that the information be protected. IHD is allowed to use this information and share it with others, if the protected health information is being used for the purpose of preventing or controlling disease, injury, or disability, including, but not limited to the mandated reporting of disease, injury, vital events such as birth or death and to conduct public health surveillance or interventions. IHD is also authorized and required by law to report to the Division of Family Services suspected evidence of child abuse or neglect or to the Division of Health and Senior Services suspected evidence of elder abuse or neglect.

IHD follows the law when we *must* share health information and when we *can* share health information, without your permission. IHD will share information:

- § as required by law, subject to limited restrictions
- § to state and local public health authorities to report such things as contagious diseases and for birth, death and immunization records
- § to the police or military as required by law
- § for court and administrative proceedings as required by law
- § to the health oversight authorities to see that government programs are being run properly
- § to the City government to protect the City, the mayor, the government workers and for other governmental programs as indicated by law

- § to family, relatives or other close contacts or those who help in your care such as physicians, hospitals, or other public health authorities, as indicated by law
- § gathered through surveys or questionnaires and is released only in aggregate form that prevents the identification of a patient/client or physician, unless that information is being shared with another public health authority.

Sometimes, health information that can normally be released cannot be released. For example, if state law says the information will not be released and federal law allows it to be released, it will not be released. The same is true if federal law says the information cannot be released, but state law allows it to be released. Whichever law is more restrictive is the one that will apply.

Other than the examples listed, IHD may not share any of your information without your written permission. You can allow IHD to share as much of your information as you wish. You can also cancel your permission for IHD to share that information.

Your Rights

1. You have the right to request that IHD limit the information it shares about you, but IHD does not have to agree to such requests.
2. You have the right to receive your information from IHD privately. IHD will provide it to whatever address you choose and in the form you choose.
3. You have the right to inspect and copy your information that IHD has. This right may be limited if the information contains notes taken by a mental health provider during treatment sessions.
4. You have the right to ask that the information in IHD's files be changed. However, there are limits regarding what may be changed.
5. You have the right to receive a list of the parties outside IHD that have received your information.
6. You also have the right to request this notice on paper, electronically or both.

These protections and rights became effective April 14, 2003. Electronic copies of this notice are available at www.indepmo.org. If you have any questions or complaints, or want to make a request, contact:

City of Independence Health Department
515 S. Liberty St.
Independence, MO 64050
Phone: 816-325-7185