

PRIVACY PRACTICES NOTICE

Yuba College Health Center

The Health Insurance Portability and Accountability Act (**HIPAA**) of 1996 is a federal law that requires the following:

1. Assure that protected health information (PHI) is kept private. This means any written or verbal health information including demographic information that can be used to identify you and includes past, present, or future physical or mental health conditions or related healthcare services.
2. Provide you with notice of legal duties and practices relating to the privacy of your protected health information.
3. Follow the terms of the notice currently in effect. The right to change this notice is reserved in order to make the new notice effective for all protected health information to be maintained. A copy of a revised notice will be provided at your request.

How Your PHI May be Used And Disclosed

The Yuba College Health Center is permitted or required to use or release your medical information without your consent in the following situations except when such disclosure is otherwise prohibited by state or federal law. In general, the Health Center uses or discloses your PHI with the least amount of information necessary to achieve the purpose. This is called the Least Necessary Rule. This rule does not apply if the disclosure is to your health care provider related to your treatment, to you, or due to a legal requirement. Not all of the following situations may apply to the Yuba College Health Center.

1. As Required by Law

- The Health Center must disclose personal health information about you when required to do so by law.

2. For Treatment

- While receiving care at the Health Center, it may be necessary that one or more nursing personnel have access to your protected health information in order to provide you with quality care. The Health Center may also call you by your name from the area that is designated for patients who may be waiting to be seen.
- Situations may arise when it is necessary to disclose your protected health information to individuals outside the Yuba College Health Center who may be included in your health care.

3. For Payment

- The Health Center may use and disclose your health information to others for the purpose of verifying payment for treatment, services, and immunizations you receive. For example, a receipt or copy will be given to you, your parent/guardian or a third party person such as an insurance company or health plan. The information on the receipt may

contain information that identifies you, your diagnosis, and treatment or supplies used in the course of your treatment.

4. Public Health

- Your health information may be used or disclosed for public health activities such as assisting public health authorities or other legal authorities to prevent or control communicable disease, verify immunization status, injury, or disability, or for other health oversight activities.

5. Abuse, Neglect and Domestic Violence

- The Yuba College Health Center may notify appropriate government authorities if the Health Services Nurse believes you have been a victim of abuse, neglect or domestic violence. The Health Services Nurse will only make this disclosure if you agree or under other limited circumstances when law requires such disclosure.

6. Decedents

- Health information may be disclosed to funeral directors and coroners to assist them in carrying out their lawful duties (i.e. identifying a deceased person or to determine the cause of death.)

7. Organ / Tissue Donations

- Your protected health information may be used or disclosed for cadaver organ, eye or tissue donation purposes.

8. Health and Safety Risks

- Your health information may be disclosed when necessary to a designated individual or group of individuals who could help prevent a serious threat to your personal health and safety, or that of another person or the general public pursuant to applicable law.

9. Correctional Institution

- If you are or become an inmate of a correctional institution, the Health Center may disclose your personal health information to the institution or its agents when necessary for your health or the health or safety of others.

10. Legal Proceedings

- The Yuba College Health Center may release protected health information about you in response to a court or administrative order. In addition, the Health Center may disclose medical information about you in response to a subpoena or other lawful process by someone else included in the dispute, but only if the party sending the information demonstrates that reasonable efforts have been made to notify you of the request or to obtain a protective order from the court.

11. Government Functions

- **Military and veterans** - If you are a member of the armed forces, the Health Center may disclose protected health information about you as required by military command

authorities. The Health Center may also release protected health information about foreign military personnel to the appropriate military authority. Lastly, protected health information to help determine eligibility for veterans' benefits may be released without your authorization.

- **Law Enforcement** – The Yuba College Health Center must comply with state and federal laws in making disclosures for lawful purposes of your protected health information if requested:

1. To identify or locate a suspect, fugitive, actual witness, or missing person.
2. If you are a victim of a crime, if, under certain limited circumstances, we are unable to obtain your permission.
3. To report a crime that occurred at the Yuba College Health Center.
4. In emergency circumstances to report a crime, the location of the crime or victims; or the identity, description or location of the person committing the crime.

- **National Security and Intelligence Activities** – The Health Services Nurse may release medical information about you to authorized federal officials for protection of the President, for intelligence, counterintelligence, and other national security activities authorized by law.

12. Worker's Compensation

- The Health Center may disclose protected health information about you as authorized by law and as necessary to comply with laws relating to worker's compensation or similar programs established by law relating to work-related illnesses and injuries.

13. Health Care Operations:

- Yuba College Health Center may use and disclose health information about you for business operation purposes. An example of this is if your PHI is disclosed to members of the health care staff or management personnel and others for:

1. Employee performance evaluation;
2. Assessing student quality care;
3. Determining improved operations.

14. Appointments and Newsletters:

- Yuba College Health Center may use your PHI to provide students with appointment reminders or newsletters.

15. Health Oversight Activities:

The Yuba College Health Center may use and disclose your PHI to assist health agencies during the course of audits, investigations, inspections, licensure, accreditation, and other proceedings related to oversight of health care systems.

16. Worker's Compensation:

Yuba College Health Center may use and disclose your PHI to comply with laws and regulations related to workers compensation and other similar programs.

You And Your Authorization

Uses and disclosures of your protected health information not covered by this notice or the laws that apply to the Health Center will be released only after obtaining your written permission. Permission given by you can be withdrawn in writing at any time, therefore stopping any future use and disclosure of this information. The Health Center is however, unable to retract any disclosures already made with your written permission.

Your Health Information Rights

• You may inspect or obtain a copy of your protected health information:

1. You have the right to inspect or obtain a copy of your personal health information that the Yuba College Health Center maintains about you.
2. You may make the request in person at the Health Center or send in writing to the Yuba College Health Center Privacy Officer.
3. This request may be denied under certain limited circumstances.
4. The requested information will be given to you personally or sent to the address on record for you.
5. A fee may be charged for copies, postage, and supplies needed to complete this request.

• You may request an amendment to your personal health information:

1. You have the right to request that we change the medical records we keep on you if you feel the information is incomplete or incorrect with a reason that supports your request.
2. You may make the request in person at the Health Center or send in writing to the Yuba College Health Center Privacy Officer. Under certain circumstances, we may deny your request and will notify you of this denial in writing.
**If denied, you have the right to file a statement of disagreement with the decision and allow us to give a rebuttal to your statement.

• You may request a restriction on certain uses and disclosures of your personal health information:

1. These restrictions can be requested in person at the Health Center or in writing to the Yuba College Health Center Privacy Officer.
2. The Health Center is not required to agree to these restrictions.

• You may request communication of personal health information by alternate methods:

1. You may request that the Health Center communicate confidential personal health information to you by an alternate method or to an alternate address.
2. These requests must be made in writing.
3. The Health Center will accommodate all reasonable requests.

● **You have the right to an accounting of disclosures of your personal health information:**

1. You have the right to receive an accounting of your personal health information disclosures since April 14, 2003 for purposes other than treatment, payment and compensation.
1. These rights are subject to certain other exceptions, restrictions and limitations.
2. Requests for such disclosures must be made in writing to the Yuba College Health Center Privacy Officer.

● **You have the right to a copy of this Notice.**

● **What To Do If You Believe Your Privacy Rights Have Been Violated.**

Questions or concerns should be directed to the Yuba College Health Center Privacy Officer at the telephone number listed above. You may also send a written complaint to the Secretary of the Department of Health and Human Services. You will not be penalized for filing a complaint.

Effective Date of this Notice is January 1, 2005.