



DeWitt-Piatt

Bi-County Health Department

PREVENT • PROMOTE • PROTECT

www.dewittpiattthealth.com

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.

DeWitt-Piatt Bi-County Health Department (DPBHD) creates a medical record of your health information in order to treat you, receive payment for services delivered, and to comply with certain policies and laws. The uses and disclosures described in this Notice are applicable to DPBHD.

DPBHD is required by federal and state law to maintain the privacy of your protected health information (PHI). DPBHD is also required by law to provide you with this Notice of our legal duties and privacy practices. In addition, the law requires us to ask you to sign an Acknowledgment that you received this Notice.

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

Treatment: DPBHD obtains medical information about you in treating you. This medical information is called "protected health information" or "PHI". Your PHI is used to treat you. DPBHD may send your PHI to other medical professionals or counselors to whom you are referred for treatment. We may also use your PHI to contact you to tell you about alternative treatments, or other health-related benefits or services that are offered. If you have a friend or family member involved in your care, DPBHD may give them PHI about you.

Payment: DPBHD uses your PHI to obtain payment for the services that are rendered. For example, PHI is sent to Medicaid, DentaQuest, Medicare and/or private insurance to obtain payment for our services.

Health Care Operations: DPBHD uses your PHI for our operations. For example, DPBHD may use your PHI in determining whether we are giving adequate treatment to our clients such as quality control reviews of the file. From time-to-time, DPBHD may use your PHI to contact you to remind you of an appointment either by phone/mail or by electronic means such as text messages or email.

Legal Requirements: DPBHD may use and disclose your PHI as required or authorized by law. For example, we may use or disclose your PHI for the following reasons:

Public Health: DPBHD may use and disclose your health care information to prevent or control disease, injury or disability, to report births and deaths, to report reactions to medicines or medical devices, to notify a person who may have been exposed to a disease, or to report suspected cases of abuse, neglect or domestic violence.

Health Oversight Activities: DPBHD may use and disclose your PHI to state agencies and federal government authorities when required to do so. DPBHD may use and disclose your health information in order to determine your eligibility for public benefit programs and to coordinate delivery of those programs. For example, DPBHD must give PHI to the Secretary of Health and Human Services in an investigation into our compliance with the federal privacy rule, to the Illinois Department of Human Services in annual review of the grant funded programs (WIC, FCM, APORS, Dental Sealant Program), to the Illinois Department of Professional Regulation in an investigation of professional neglect complaints.

Judicial and Administrative proceedings: DPBHD may use and disclose your PHI in judicial and administrative proceedings. Efforts may be made to contact you prior to a disclosure of your PHI by the party seeking the information.

Law Enforcement: DPBHD may use and disclose your PHI in order to comply with requests pursuant to a court order, warrant, subpoena, summons, or similar process. DPBHD may use and disclose PHI to locate someone who is missing, to identify a crime victim, to report a death, to report criminal activity at our offices, or in an emergency.

Avert a Serious Threat to Health or Safety: DPBHD may use or disclose your PHI to stop you or someone else from getting hurt.

Work-Related Injuries: DPBHD may use or disclose PHI to an employer if the employer is conducting medical workplace surveillance or to evaluate work-related injuries.

Coroners, Medical Examiners, and Funeral Directors: DPBHD may use or disclose PHI to a coroner or medical examiner in some situations. For example, PHI may be needed to identify a deceased person or determine a cause of death. Funeral directors may need PHI to carry out their duties.