

Your Rights:

When it comes to your health information, you have certain rights. This section explains your rights and some our responsibilities to help you.

Get an electronic or paper copy of your medical record.

- You can ask to see or get an electronic or paper copy of your medical record and other health information we have about you. Ask us how to do that.
- We will provide a copy of summary of your health information, usually within 30 days of your request. We may charge a reasonable, cost-based fee.

Ask us to correct your medical record

- You may ask us to correct health information about you that you think is incorrect or incomplete. Ask us how to do this.
- We may say “no” to your request, but we’ll tell you why in writing within 60 days.

Request confidential communications

- You can ask us to contact you in a specific way (for example, home or office phone) or to send mail to a different address.
- We will say “yes” to all reasonable requests.

Ask us to limit what we use or share

- You can ask us not to use or share certain health information for treatment, payment, or our operations. We are not required to agree to your request, and we may say “no” if it would affect your care.
- If you pay for a service or health care item out-of-pocket in full, you can ask us not to share that information for the purpose of payment for our operations with your health insurer. We will say “yes” unless a law requires us to share that information.

Get a list of those with whom we’ve shared information

- You can ask for a list of the times we’ve shared your health information for six years prior to the date you ask, who we shared it with, and why.
- We will include all the disclosures except those about treatment, payment, and health care operations, and certain other disclosures (such as any you asked us to make). We’ll provide one accounting per year for free but will charge a reasonable, cost-based fee if you ask for another one within 12 months.

Get a copy of this privacy notice

- You can ask for a paper copy of this notice at any time, even if you have agreed to receive the notice electronically. We will provide you with a paper copy promptly.

Choose someone to act for you

- If you have given someone medical power of attorney, or someone is your legal guardian, that person can exercise your rights and make choices about your health information.
- We will make sure this person has the authority and can act for you before we take any action.

File a complaint if you feel your rights are violated

- You can complain if you feel we have violated your rights by contacting the Privacy and Security Officer at 402 1st Street South, Shelby, MT 59474 or by calling 406-424-5169.
- You can file a complaint with the U.S. Department of Health and Human Services Office for Civil Rights by sending a letter to 200 Independence Ave SW, Washington, DC 20201, call 1-877-696-6775, or visiting www.hhs.gov/ocr/privacy/hipaa/complaints/.
- We will not retaliate against you for filing a complaint.

Your Choices

For certain health information, you can tell us your choices about what we share. If you have a clear preference for how we share your information in the situations described below, talk to us. Tell us what you want us to do, and we will follow your instructions.

In these cases, you have both the right and choice to tell us to:

- Share information with your family, close friends, or others involved in your care.
- Share information in a disaster relief situation.

If you are not able to tell us your preference, for example you are unconscious, we may go ahead and share your information if we believe it is in your best interest. We may also share information when needed to lessen a serious and imminent threat to health or safety.

In these cases, we may never share your information unless you give us written permission:

- Marketing purposes
- Sale of your information

In the case of fundraising: we may contact you for fundraising efforts, but you can tell us not to contact you again.

Our Uses and Disclosures and Our Responsibilities

How do we typically use or share your health information?

- To treat you – we can use your health information and share it with the other professionals who are treating you.
- Run our organization – we can use and share your health information to run our department, improve your care, and contact you when necessary.
- Bill for your services – we can use and share your health information to bill and get payment from health plans or other entities.
- Help with public health or safety issues – we can share health information about you for certain situations such as:
 - Reporting adverse reactions to vaccinations
 - Reporting suspected abuse, neglect, or domestic violence
 - Preventing or reducing serious threat to anyone’s health or safety
 - Preventing disease
 - Helping with product recalls.
- Do research – we can use or share your information for health research
- Comply with the law – we will share information about you if state or federal laws require it, including with the Department of Health and Human Services, if it wants to see that we’re complying with federal privacy law.
- Address workers’ compensation, law enforcement, and other government requests – we can use or share health information about you:
 - For workers’ compensation claims
 - For law enforcement purposes or with a law enforcement official
 - With health oversight agencies for activities authorized by law
 - For special government functions such as military, national security, and presidential protective services
- Respond to lawsuits and legal action – we can share health information about you in response to a court or administrative order, or in response to a subpoena
- How else can we use or share your health information?
 - We are allowed or required to share your information in other ways – usually in ways that contribute to the public good, such as public health and research. We have to meet many conditions in the law before we can share your information for these purposes. For more information see:
www.hhs.gov/ocr/privacy/hipaa/understanding/consumers/index.html.
- We are required by law to maintain the privacy and security of your protected health information.
- We will let you know promptly if a breach occurs that may have compromised the privacy or security of your information.
- We must follow the duties and privacy practices described in this notice and give you a copy of it.
- We will not use or share your information other than as described here unless you tell us we can in writing. If you tell us we can, you may change your mind at any time. Let us know in writing if you change your mind.

For more information, see: www.hhs.gov/ocr/privacy/hipaa/understanding/consumers/noticepp.html.

Changes to the terms of this notice: we can change the terms of this notice, and the changes will apply to all information we have about you. The new notice we be available upon request, in our office, and on our website.

Effective August 1, 2015.

To Contact Privacy Officer for Toole County Health Department:

402 1st Street South, Shelby, MT 59474 or by calling 406-424-5169

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Toole County Health Department

Notice of Privacy Practices

402 1st St South, Shelby, MT 59474
424.5169
Kristi Aklestad RN
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Your Information.

Your Rights.

Our Responsibilities.

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.

Your Rights

You have the right to:

- Get a copy of your medical record
- Correct your medical record
- Request confidential communication
- Ask us to limit the information we share
- Get a list of those with whom we have shared information
- Get a copy of this privacy practice
- Choose someone to act for you
- File a complaint if you believe your privacy rights have been violated

Your Choices

You have some choices in the way that we use and share information as we:

- Tell your friends and family about your condition or treatment
- Provide disaster relief
- Raise funds

Our Uses and Disclosures

We may use and share your information as we:

- Treat you
- Run our organization
- Bill for your services
- Help with public health and safety issues
- Comply with the law
- Address workers' compensation, law enforcement, and other government requests
- Respond to lawsuits and other legal actions