

**Your Information**  
**Your Rights**  
**Your 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.

<b>Your Rights</b>	<b>You have the right to:</b> <ul style="list-style-type: none"><li>• Get a copy of your paper or electronic medical record</li><li>• Correct your paper or electronic medical record</li><li>• Request confidential communication</li><li>• Ask us to limit the information we share</li><li>• Get a list of those with whom we've shared your information</li><li>• Get a copy of the privacy notice</li><li>• Choose someone to act for you</li><li>• File a complaint if you believe your privacy rights have been violated</li></ul>	<b>See page 2</b> for more information on these rights and how to exercise them
<b>Your Choices</b>	<b>You have some choices in the way that we use and share information as we:</b> <ul style="list-style-type: none"><li>• Tell family and friends about your condition</li><li>• Provide disaster relief</li><li>• Provide mental health care</li><li>• Market our services and sell your information</li><li>• Raise funds</li></ul>	<b>See page 3</b> for more information on these choices and how to exercise them
<b>Our Uses and Disclosures</b>	<b>We may use and share your information as we:</b> <ul style="list-style-type: none"><li>• Treat you</li><li>• Run our organization</li><li>• Bill for your services</li><li>• Help with public health and safety issues</li><li>• Do research</li><li>• Comply with the law</li><li>• Respond to organ and tissue donation requests</li><li>• Work with a medical examiner or funeral director</li><li>• Address workers' compensation, law enforcement, and other government requests</li><li>• Respond to lawsuits and legal actions</li></ul>	<b>See page 3 and 4</b> for more information on these uses and disclosures

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**Your Rights**

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

**Get an electronic or paper copy of your medical record**

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

**Ask us to correct your health information**

- You can 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 or our operations. 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 (accounting) 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 for 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 a year for free but will charge a reasonable cost 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 a paper copy promptly.

**Choose someone to act for you**

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

**File a complaint if your feel your rights are violated**

- You can file a complaint with the State of Oregon or the Federal Government using the information on page 5.
- We will not retaliate against you for filing a complaint

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**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 payment for your care.
- Share information in a disaster relief situation.

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

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

- Marketing purposes
- Sale of your information
- Most psychotherapy notes

**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**

**How do we typically use or share your health information?**  
We typically use or share your health information in the following ways.

**Treat You**

- We can use your health information and share it with other professionals who are treating you

**Example:** *A doctor treating you for an injury asks another doctor about your overall health condition.*

**Run our organization**

- We can use and share your health information to run our organization, improve your care, and contact you when necessary.

**Example:** *We use health information about you to manage your treatment and services.*

**Pay for your services**

- We can use and share your health information to determine eligibility, determine benefits, and to bill and get payment from other entities.

**Example:** *We give information about you to pay your medical bills.*

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**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](http://www.hhs.gov/ocr/privacy/hipaa/understanding/consumers/index.html)

**Help with public health and safety issues** We can share health information about you for certain situations such as:

- Preventing disease
- Helping with product recalls
- Reporting adverse reactions to medications
- Reporting suspected abuse, neglect, or domestic violence
- Preventing or reducing a serious threat to anyone’s health or safety

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**Do research** We can use or share your information for health research

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**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.

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**Respond to organ and tissue donation requests** We can share health information about you with organ procurement organizations

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**Work with a medical examiner or funeral director** We can share health information with a coroner, medical examiner, or funeral director when an individual dies.

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**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.

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**Respond to lawsuits and legal actions** We can share health information about you in response to a court or administrative order.

## **Our Responsibilities**

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- 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 will follow the requirements of federal and state privacy laws to protect information related to drug and alcohol abuse and treatment and mental health conditions and treatment.
- 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. If we share your information with someone else with your approval, the information may not be protected by the privacy rules and the person receiving the information may not have to protect the information. They may release your information to someone without your approval.

For more information see:

[www.hhs.gov/ocr/privacy/hipaa/understanding/consumers/noticepp.html](http://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 will be available upon request, and on our website.

## **Complaints**

If you believe your privacy rights have been violated, you may contact one of the following:

State of Oregon Department of Human Services – Governor’s Advocacy Office 500  
Summer St. NE, E17, Salem, OR 97301-1097      Email: [dhs.info@state.or.us](mailto:dhs.info@state.or.us)

Office for Civil Rights, Medical Privacy Complaint Division US  
Department of Health and Human Services  
200 Independence Avenue, SW, HHH Building, Room 509H, Washington, DC 20201 Phone:  
866-627-7748      TTY: 866-788-4989      Email: [OCRComplaint@hs.gov](mailto:OCRComplaint@hs.gov)