

We are required by law to protect the privacy of medical information about you that identifies you. This medical information may be information about health care we provide to you or payment for health care provided to you. It may also include information about your past, present, or future medical condition.

We are also required by law to provide you with this Notice of Privacy Practices explaining our legal duties and privacy practices with respect to medical information. We are legally required to follow the terms of this Notice. In other words, we are only allowed to use and disclose medical information in the manner that we have described in this Notice.

We may change the terms of this Notice in the future. We reserve the right to make changes and to make the new Notice effective for all medical information we maintain. If we make changes to the Notice, we will:

- Post the new Notice in our waiting area
- Have copies of the new Notice available upon request (you may always contact our Privacy Officer at 828-349-2081 to obtain a copy of the current notice)

The rest of this Notice will:

- Discuss how we may use and disclose medical information about you.
- Explain your rights with respect to medical information about you.
- Describe how and where you may file a privacy-related complaint.

At any time you have questions about information in this Notice or about our privacy policies, procedures, or practices, you can contact our Privacy Officer at 828-349-2081.

WE MAY USE AND DISCLOSE MEDICAL INFORMATION ABOUT YOU IN SEVERAL CIRCUMSTANCES.

We use and disclose medical information about patients every day. This section of our Notice explains in some detail how we may use and disclose medical information about you in order to provide health care, obtain payment for that health care, and operate our business efficiently. This section then briefly mentions several other circumstances in which we may use or disclose medical information about you. For more information about any of these uses or disclosures, or about any of our privacy policies, procedures, or practices, contact our Privacy Officer at 828-349-2081.

Treatment

We may use and disclose medical information about you to provide health care treatment to you. In other words, we may use and disclose medical information about you to provide, coordinate, or manage your health care and related services. This may include communicating with other health care providers regarding your treatment and coordinating and managing your health care with others.

Payment Alternatives

We may use and/or disclose medical information about you in order to inform you of or recommend new treatment or different methods for treating a medical condition that you may have.

Payment

We may use and disclose medical information about you to obtain payment for health care services that you received. This means that, within the health department, we may use medical information about you to arrange for payment (such as preparing bills and managing accounts). We also may disclose medical information about you to others (such as insurers, collection agencies, and consumer reporting agencies). In some instances, we may disclose medical information about you to an insurance plan before you receive certain health care services. For example, we may want to know whether the insurance plan will pay for a particular service.

3. Appointment Reminders

We may use and/or disclose medical information about you to send you reminders about an appointment.

4. Health Care Operations

We may use and disclose medical information about you in performing a variety of business activities that we call "health care operations". These health care operations activities allow us to, for example, improve the quality of care we provide and reduce health care costs. For example, we may use or disclose medical information about you in performing the following activities:

- Reviewing and evaluating the skills, qualifications, and performance of health care providers taking care of you.
- Providing training programs for students, trainees, health care providers, or non-health care professionals to help them practice or improve their skills.
- Cooperating with outside organizations that evaluate, certify, or license health care providers, staff, or facilities in a particular field or specialty.
- Reviewing and improving the quality, efficiency, and cost of care that we provide to you and our other patients.
- Improving health care and lowering costs for groups of people who have similar health problems and helping manage and coordinate the care for these groups of people.
- Cooperating with outside organizations that assess the quality of the care others and we provide, including government agencies and private organizations.
- Planning for our organization's future operations.
- Resolving grievances within our organization.
- Reviewing our activities and using or disclosing medical information in the event that control of our organization significantly changes.
- Working with others (such as lawyers, accountants, and other providers) who assist us to comply with this Notice and other applicable laws.

5. Persons Involved In Your Care

We may disclose medical information about you to a relative, close personal friend, or any other person you identify if that person is involved in your care and the information is relevant to your care. If the patient is a minor, we may disclose medical information about the minor to a parent, guardian, or other person responsible for the minor except in limited circumstances. For more information on the privacy of minors' information, contact our Privacy Officer at 828-349-2081.

We may also use or disclose medical information about you to a relative, another person involved in your care, or possibly a disaster relief organization (such as the Red Cross) if we need to notify someone about your location or condition.

You may ask us at any time not to disclose medical information about you to persons involved in your care. We will agree to your request and not disclose the information except in certain limited circumstances (such as emergencies) or if the patient is a minor. **If the patient is a minor, we may or may not be able to agree to your request.**

6. Required by Law

We will use and disclose medical information about you whenever we are required by law to do so. There are many state and federal laws that require us to use and disclose medical information. For example, state law requires us to report gunshot wounds and other injuries to the police and to report known or suspected child abuse or neglect to the Department of Social Services. We will comply with those state laws and with all other applicable laws.

7. National Priority Uses and Disclosures

When permitted by law, we may use or disclose medical information about you without your permission for various activities that are recognized as "national priorities". In other words, the government has determined that under certain circumstances, it is so important to disclose medical information that it is acceptable to disclose medical information without the individual's permission. We will only disclose medical information about you in the following circumstances when we are permitted to do so by law. Brief descriptions of the "national priority" activities recognized by law are available upon request. For more information on these types of disclosures, contact our Privacy Officer at 828-349-2081.

- **Threat to health or safety:** We may use or disclose medical information about you if we believe it is necessary to prevent or lessen a serious threat to health or safety.
- **Public health activities:** We may use or disclose medical information about you for public health activities. Public health activities require the use of medical information for various activities including, but not limited to, activities related to investigating diseases, reporting child abuse and neglect, monitoring drugs or devices regulated by the Food and Drug Administration, and monitoring work-related illnesses or injuries. For example, if you have been exposed to a communicable disease (such as a sexually transmitted disease), we may report it to the State and take other actions to prevent the spread of the disease.
- **Abuse, neglect, or domestic violence:** We may disclose medical information about you to a government authority (such as the Department of Social Services) if you are an adult and we reasonably believe that you may be a victim of abuse, neglect, or domestic violence.
- **Health oversight activities:** We may disclose medical information about you to a health oversight agency - which is basically an agency responsible for overseeing the health care system or certain government programs. For example, a government agency may request information from us while they are investigating possible insurance fraud.
- **Court proceedings:** We may disclose medical information about you to a court or an officer of the court (such as an attorney). For example, we would disclose medical information about you to a court if a judge orders us to do so.
- **Law enforcement:** We may disclose medical information about you to a law enforcement official for specific law enforcement purposes. For example, we may disclose limited medical information about you to a police officer if the officer needs the information to help find or identify a missing person.
- **Coroners and others:** We may disclose medical information about you to a coroner, medical examiner, or funeral director, or to organizations that help with organ, eye, and tissue transplants.
- **Workers' compensation:** We may disclose medical information about you in order to comply with workers' compensation laws.
- **Research organizations:** We may use or disclose medical information about you to research organizations if the organization has satisfied certain conditions about protecting the privacy of medical information.
- **Certain government functions:** We may use or disclose medical information about you for certain government functions including, but not limited to, military and veterans' activities and national security and intelligence activities. We may also use or disclose medical information about you to a correctional institution in some circumstances.

8. Authorization

Other than the uses and disclosures described above (1-7), we will not use or disclose medical information about you without the "authorization" or signed permission of you or your personal representative. In some instances, we may wish to use or disclose medical information about you and we may contact you to ask you to sign an authorization form. In other instances, you may contact us to ask us to disclose medical information and we will ask you to sign an authorization form.

If you sign a written authorization allowing us to disclose medical information

ut you, you may later revoke (or cancel) your authorization in writing (except ery limited circumstances related to obtaining insurance coverage). If you ld like to revoke your authorization, you may write us a letter revoking your orization or fill out an Authorization Revocation Form. Authorization ocation Forms are available from our Privacy Officer. If you revoke your orization, we will follow your instructions except to the extent that we have ady relied upon your authorization and taken some action.

YOU HAVE SEVERAL RIGHTS WITH RESPECT TO MEDICAL INFORMATION ABOUT YOU.

his section of the Notice will briefly mention each of these rights. If you would to know more about your rights, please contact our Privacy Officer at 828-2081.

Right to a Copy of This Notice

You have a right to have a paper copy of our Notice of Privacy Practices at time. In addition, a copy of this Notice will always be posted in our waiting . If you would like to have a copy of our Notice, ask the receptionist for a y or contact our Privacy Officer.

Right of Access to Inspect and Copy

ou have the right to inspect (which means see or review) and receive a copy edical information about you that we maintain in certain groups of records. u would like to inspect or receive a copy of medical information about you, must provide us with a request in writing. You may write us a letter request-access or fill out an Access Request Form. Access Request Forms are avail- from our Privacy Officer.

We may deny your request in certain circumstances. If we deny your request, will explain our reason for doing so in writing. We will also inform you in writ- f you have the right to have our decision reviewed by another person.

you would like a copy of your medical record(s), sent to another health care ider, we will send it at no charge to you or give the copy to you if you prefer.

We may be able to provide you with a summary or explanation of the infor- on. Contact our Privacy Officer for more information on these services and possible additional fees.

Right to Have Medical Information Amended

You have the right to have us amend (which means correct or supplement) ical information about you that we maintain in certain groups of records. If believe that we have information that is either inaccurate or incomplete, we amend the information to indicate the problem and notify others who have es of the inaccurate or incomplete information. If you would like for us to nd information, you must provide us with a request in writing and explain you would like for us to amend the information. You may either write us a r requesting an amendment or fill out an Amendment Request Form. endment Request Forms are available from our Privacy Officer.

We may deny your request in certain circumstances. If we deny your request, will explain our reason for doing do in writing. You will have the opportunity end us a statement explaining why you disagree with our decision to deny amendment request and we will share your statement whenever we dis- e the information in the future.

Right to an Accounting of Disclosures We Have Made

You have the right to receive an accounting (which means a detailed listing) sclosures that we have made for the previous six (6) years. If you would like

to receive an accounting, you may send us a letter requesting an accounting, fill out an Accounting Request Form, or contact our Privacy Officer. Accounting Request Forms are available from our Privacy Officer.

The accounting will not include several types of disclosures, including disc- losures for treatment, payment, or health care operations. It will also not include disclosures made prior to April 14, 2003.

If you request an accounting more than once every twelve (12) months, we may charge you a fee to cover the costs of preparing the accounting.

5. Right to Request Restrictions on Uses and Disclosures

You have the right to request that we limit the use and disclosure of med- ical information about you for treatment, payment, and health care opera- tions.

We are not required to agree to your request.

If we do agree to your request, we must follow your restrictions (except if the information is necessary for emergency treatment). You may cancel the restrictions at any time. In addition, we may cancel a restriction at any time as long as we notify you of the cancellation and continue to apply the restric- tion to information collected before the cancellation.

6. Right to Request an Alternative Method of Contact

You have the right to request to be contacted at a different location or by a different method. For example, you may prefer to have all written informa- tion mailed to your work address rather than to your home address.

We will agree to any reasonable request for alternative methods of con- tact. If you would like to request an alternative method of contact, you must provide us with a request in writing. You may write us a letter or fill out an Alternative Contact Request Form. Alternative Contact Request Forms are available from our Privacy Officer.

YOU MAY FILE A COMPLAINT IF YOU BELIEVE YOUR RIGHTS HAVE BEEN VIOLATED OR IF YOU ARE DISSATISFIED.

If you believe that your privacy rights have been violated or if you are dis- satisfied with our privacy policies or procedures, you may file a complaint either with us or with the federal government. We will not take any action against you or change our treatment of you in any way if you file a complaint.

To file a written complaint with the health department, you may bring your complaint to the department or you may mail it to the following address:

HIPAA Coordinator
Macon County Public Health Center
1830 Lakeside Drive
Franklin, NC 28734

To file a complaint with the federal government, you may send your com- plaint to the following address:

Secretary, Health and Human Services
Office of Civil Rights
Medical Privacy, Complaint Division
200 Independence Ave., SW - Room 509F, HHH Building
Washington, DC 20201
Phone: 866-627-7748 TTY: 886-788-4989
Email: www.hhs.gov/ocr

MACON COUNTY PUBLIC HEALTH CENTER

NOTICE OF PRIVACY PRACTICES

This Notice is Effective On April 14, 2003

**THIS NOTICE DESCRIBES HOW
MEDICAL INFORMATION ABOUT
YOU MAY BE USED AND DIS-
CLOSED AND HOW YOU CAN GET
ACCESS TO THIS INFORMATION.**

PLEASE REVIEW IT CAREFULLY.

***WE ARE REQUIRED BY LAW TO
PROTECT MEDICAL INFORMATION
ABOUT YOU.***