

PALM BEACH COUNTY FIRE RESCUE DEPARTMENT

405 Pike Road, West Palm Beach, Florida (561) 616-7000

NOTICE OF PRIVACY PRACTICES

This Notice describes how medical information about you may be used and disclosed and how you can access this information. Please review it carefully.

Purpose of this notice: Palm Beach County Fire Rescue is required by law to maintain the privacy of certain confidential health information, known as “Protected Health Information” (PHI), and provide you with a notice of our legal obligations and privacy practices. This notice describes your legal rights, advises you of our privacy practices, and how Palm Beach County Fire Rescue is permitted to use and disclose PHI about you.

Uses and Disclosures: Palm Beach County Fire Rescue will use your PHI for the purposes of Treatment, Payment, and Healthcare Operations only. The following is a description of each use:

Treatment.

This includes such things as verbal and written information that we obtain about you and use pertaining to your medical condition and treatment provided to you by us and other medical personnel (including doctors and nurses who also give orders to allow us to provide treatment to you). It also includes information we give to other health care personnel to whom we transfer your care and treatment, and includes transfer of PHI via radio or telephone to the hospital, dispatch center, or doctor’s office which is created during the course of providing treatment and/or transport. Only the minimum PHI necessary will be used during this process. In certain situations we may disclose PHI to your spouse, family, and/or relatives because of your incapacity or medical emergency, if in our professional judgment, is in your best interest. In this situation, we will disclose only health information relevant to that person(s) involvement in your care.

Payment.

This includes the activities we must undertake to process your information for reimbursement and includes such things as organizing your PHI and submitting bills to Medicare, Medicaid and other insurance companies through a third party billing company. Only the minimum PHI necessary will be used for this process.

Health Care Operations:

This includes quality assurance activities and training programs to ensure that our personnel meet our standards of care and follow established policies and procedures. PHI may also be used to resolve legal issues and complaints that may arise. Only the minimum PHI necessary will be used during these processes.

Disclosures Required by Law:

To a public health authority in certain situations such as reporting a birth, death or disease as required by law or as part of a health investigation to report child or adult abuse, neglect, or domestic violence. Additionally, Palm Beach County Fire Rescue may notify a person about exposure to a possible communicable disease as required by law.

For Health oversight activities including audits or government investigations, inspections, disciplinary proceedings, and other administrative or judicial actions undertaken by the government (or their contractors) by law to oversee the health care system.

For judicial and administrative proceedings as required by a court or administrative order, or in some cases in response to a subpoena.

For law enforcement activities in limited situations, such as when there is a warrant for the request, or when the information is needed to prevent or stop a crime.

For “workers compensation” purposes in compliance with workers compensation laws.

To the coroners and/or medical examiners required to perform their duties as required by law.

Patient Rights: As a patient, you have a number of rights with respect to the protection of your PHI, including:

The right to access, copy or inspect your PHI. This means you may come to our offices and inspect and copy most of the medical information about you that Palm Beach County Fire Rescue maintains. We will normally provide you with access to this information within 30 days of your request. Palm Beach County Fire Rescue has available forms to request access to your PHI and in addition you should contact the Privacy Officer listed at the end of this form.

You have the right to ask us to amend your medical information that we may have about you and Palm Beach County Fire Rescue will generally amend you information within 60 days of your request and will notify you when Palm Beach County Fire Rescue has amended the information. If you wish to amend the medical information that Palm Beach County Fire Rescue has about you, you should contact the privacy officer listed at the end of this notice.

You have the right to request an accounting of our use and disclosure of your medical information that we have made in the last six years prior to the date of your request. We are not required to give you an accounting of information which Palm Beach County Fire Rescue has used or disclosed for the purposes of treatment, payment or health care operations.

You have the right to request that Palm Beach County Fire Rescue restrict how we use and disclose your medical information that we have about you to your family , friends and other individuals involved in your health care.

Revisions to this Notice: Palm Beach County Fire Rescue reserves the right to change the terms of this Notice at any time, and the changes will be effective immediately and will apply to all protected health information that Palm Beach County Fire Rescue maintains. Any material changes to the Notice will be promptly posted to our web site. You can get a copy of the latest version of this Notice by contacting the privacy officer identified below.

Your Legal Rights and Complaints: You also have the right to complain to Palm Beach County Fire Rescue, or to the Secretary of the United States Department of Health and Human Services if you believe your privacy rights have been violated. Should you have any questions, comments or complaints you direct all inquires to the privacy officer listed at the end of this Notice.

If you have any questions or if you wish to exercise any of the rights listed in this Notice, please contact:

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405 Pike Road
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(561) 616-7000

Effective Date: April 14, 2003