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## Village of Lake Zurich – Fire Rescue Department

### NOTICE OF PRIVACY PRACTICES

EFFECTIVE DATE: APRIL 14, 2003

LAST REVISED: September 23, 2013

**This NOTICE describes how medical information about you may be used and disclosed and how you can get access to that information. It applies to all of your health information used to make decisions about your care that the VLZ FIRE RESCUE DEPT. generates or maintains. Please review it carefully.**

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VLZ FIRE RESCUE DEPT. is required by law to protect the privacy of your health information, give you a Notice of VLZ FIRE RESCUE DEPT.'s legal duties and privacy practices, and follow the current Notice. It will be followed by all employees, students, and volunteers of the health care components of VLZ FIRE RESCUE DEPT.

#### **1. Uses and Disclosures of Your Health Information**

The following categories describe some of the ways that VLZ FIRE RESCUE DEPT. may use or disclose your health information without your authorization.

**Treatment:** VLZ FIRE RESCUE DEPT. will use your health information to provide you with medical treatment/services and for treatment activities of other health care providers. *Examples:* Your health information may be used by doctors and staff involved in your care. VLZ FIRE RESCUE DEPT. maintains medical information about its patients in an electronic medical record that allows VLZ FIRE RESCUE DEPT. to share medical information for treatment purposes. This facilitates access to medical information by other health care providers who provide care to you.

**Payment:** VLZ FIRE RESCUE DEPT. may use your health information for payment activities, such as to determine plan coverage, to bill/collect, or to help another health care provider with payment activities. *Example:* Your health information may be released to an insurance company to get pre-approval of or payment for services.

**Operations:** VLZ FIRE RESCUE DEPT. may use your health information for uses necessary to run its healthcare businesses, such as to conduct quality assessment activities, train, or arrange for legal services. *Example:* VLZ FIRE RESCUE DEPT. may use your health information

to conduct internal audits to verify proper billing procedures.

**Health Information Exchange:** The Fire Rescue Department does not participate with Health Information Exchange agencies.

**Education:** Education is part of VLZ FIRE RESCUE DEPTs healthcare operations. We may use and disclose your health information to faculty, staff, current and prospective students, volunteer and visiting faculty, and trainees and observers as part of its educational mission. *Example:* Your provider may discuss your case with students as part of a learning experience.

**Business Associates:** VLZ FIRE RESCUE DEPT. may disclose your health information to other entities that provide a service to VLZ FIRE RESCUE DEPT. or on VLZ FIRE RESCUE DEPT.'s behalf that requires the release of your health information, such as billing service, but only if VLZ FIRE RESCUE DEPT. has received satisfactory assurance that the other entity will protect your health information.

**Individuals Involved in Your Care or Payment for Your Care:** VLZ FIRE RESCUE DEPT. may release your health information to a friend, family member, or legal guardian who is involved in your care or who helps pay for your care.

**Research:** VLZ FIRE RESCUE DEPT. may use and disclose your health information to researchers for research. Your health information may be disclosed for research without your authorization if the authorization requirement has been waived or revised by a committee charged with making sure the disclosure will not pose a great risk to your privacy or that steps are being taken to protect your health information, to researchers to prepare for research under certain conditions, and to researchers who have signed an agreement promising to protect the information. Health information regarding deceased individuals can be released without authorization under certain circumstances.

**Organ and Tissue Donation:** If you are an organ donor, VLZ FIRE RESCUE DEPT. may release health information to organ donation banks or organizations that handle organ or tissue procurement or transplantation.

**Fundraising/Marketing:** VLZ FIRE RESCUE DEPT. will not use your information for any fundraising or marketing projects.

#### **2. Uses and Disclosures of Health Information**

**Required/Permitted By Law:** The following categories describe some of the ways that VLZ FIRE RESCUE DEPT. may be allowed or required to use or disclose your health information without your authorization.

**Required by Law/Law Enforcement:** VLZ FIRE RESCUE DEPT. may use and disclose your health information if required by federal, state, or local law, such as for workers' compensation, and if requested by law enforcement officials in response to a court order or to locate a suspect.

**Public Health and Safety:** VLZ FIRE RESCUE DEPT. may use and disclose your health information to prevent a serious threat to the health and safety of you, others, or the public and for public health activities, such as to prevent injury.

**Food & Drug Administration (FDA) and Health Oversight Agencies:** VLZ FIRE RESCUE DEPT. may disclose health information about incidents related to food, supplements, product defects, or post-marketing surveillance to the FDA and manufacturers to enable product recalls, repairs, or replacements; and to health oversight agencies for activities authorized by law, such as audits or investigations.

**Lawsuits/Disputes:** If you are involved in a lawsuit/dispute and have not waived the physician-patient privilege, VLZ FIRE RESCUE DEPT. may disclose your health information under a court/administrative order, subpoena, or discovery request after attempting to inform you of the request.

**Coroners, Medical Examiners, and Funeral Directors:** VLZ FIRE RESCUE DEPT. may release your health information to coroners, medical examiners, or funeral directors to enable them to carry out their duties.

**National Security/Intelligence Activities and Protective Services:** VLZ FIRE RESCUE DEPT. may release your health information to authorized national security agencies for the protection of certain persons or to conduct special investigations.

**Military/Veterans:** VLZ FIRE RESCUE DEPT. may disclose your health information to military authorities if you are an armed forces or reserve member.

**Inmates:** If you are an inmate of a correctional facility or in the custody of law enforcement, VLZ FIRE RESCUE DEPT.

may release your health information to a correctional facility or law enforcement official so they may provide your health care or protect the health and safety of you or others.

State law may require that we inform you that health information used or disclosed may indicate the presence of a communicable or noncommunicable disease. It may also include information related to mental health.

If VLZ FIRE RESCUE DEPT. wants to use and/or disclose your health information for a purpose not in this Notice or required/permitted by law, VLZ FIRE RESCUE DEPT. must get specific authorization from you for that use and/or disclosure, and you may revoke it at any time by contacting the Privacy Official at the phone number or address in Paragraph 6.

VLZ FIRE RESCUE DEPT. must obtain your authorization for most uses or disclosures of your psychotherapy notes, unless the use is for Treatment by your provider.

**3. Your Rights Regarding Your Health Information:** You have the rights described below in regard to the health information that VLZ FIRE RESCUE DEPT. maintains about you. You must submit a written request to exercise any of these rights. Forms for this purpose are available at any of the locations where VLZ FIRE RESCUE DEPT. provides medical services. You also can get the forms by contacting the Department's Privacy Official at the number or address in Paragraph 6 or at [www.lzfirerescue.org](http://www.lzfirerescue.org)

**Right to Inspect/Copy:** You have the right to inspect and get a copy of health information maintained by VLZ FIRE RESCUE DEPT. and used in decisions about your care. This right does not apply to psychotherapy notes and certain other information. By law, VLZ FIRE RESCUE DEPT. may charge for the copies and supplies, plus postage, payable prior to the release of the requested records. (Amounts are set by law.) VLZ FIRE RESCUE DEPT. may deny your request in certain circumstances. You may request a licensed health care professional chosen by VLZ FIRE RESCUE DEPT. to review a denial based on medical reasons; VLZ FIRE RESCUE DEPT. will comply with this decision.

**Right to Amend:** If you believe health information VLZ FIRE RESCUE DEPT. created is inaccurate or incomplete, you may ask VLZ FIRE RESCUE DEPT. to amend it. You must provide a reason for your request. VLZ FIRE RESCUE

DEPT. cannot delete or destroy any information already included in your medical record. VLZ FIRE RESCUE DEPT. may deny your request if you ask to amend information that VLZ FIRE RESCUE DEPT. did not create (unless the creator is not available to make the amendment); that is not part of the health information VLZ FIRE RESCUE DEPT. maintains; that is not part of the information you are permitted by law to inspect and copy; or that is accurate and complete.

**Right to Accounting of Disclosures:** You have the right to ask for a (free) list of disclosures VLZ FIRE RESCUE DEPT. has made of your health information. VLZ FIRE RESCUE DEPT. is not required to list all disclosures, such as those you authorized. *You must state a time period, which may not be longer than 6 years or include dates before April 14, 2003.* If you request more than one accounting in a 12-month period, VLZ FIRE RESCUE DEPT. may charge you for the cost involved. VLZ FIRE RESCUE DEPT. will tell you the cost; you may withdraw or change your request before the copy is made.

**Right to Request Restrictions:** You have the right to request a restriction or limit on how VLZ FIRE RESCUE DEPT. uses or discloses your health information. You must be specific in your request for restriction. You may restrict disclosure of your health information to a health plan only if the disclosure is for payment or health care operations and pertains to a Health Care item or Service for which you pay out-of-pocket in full at the time they are provided. VLZ FIRE RESCUE DEPT. is not required to agree to other requests. If VLZ FIRE RESCUE DEPT. agrees or is required to comply, VLZ FIRE RESCUE DEPT. will comply with the request unless the information is required to be disclosed by law or is needed in case of emergency. *Example:* You may want to pay cash in advance for services rather than have your insurance billed.

**Right to Request Confidential Contacts:** You have the right to request that VLZ FIRE RESCUE DEPT. contact you about medical issues in a certain way, such as by mail. You must specify how or where you wish to be contacted; VLZ FIRE RESCUE DEPT. will try to accommodate reasonable requests.

**Right to a Copy of This Notice:** You have the right to a paper or electronic copy of this Notice, which is posted and available at each location where medical services are provided and is on VLZ FIRE RESCUE DEPT.'s website.

**4. Changes to this Notice:** VLZ FIRE RESCUE DEPT. reserves the right to change this Notice and to make the revised Notice effective for health information VLZ FIRE RESCUE DEPT. created or received about you prior to the revision, as well as to information it receives in the future. Revised Notices will be posted and available at each location where medical services are provided and on VLZ FIRE RESCUE DEPT.'s website.

**5. Right to be Notified.** You have the right to be notified of breaches of your unsecured health information.

**6. Complaints.** If you believe your privacy rights have been violated, you may file a complaint with VLZ FIRE RESCUE DEPT.'s Privacy Official, Fire Chief David Wheelock, at (847) 540-5070 [Firedept@volz.org](mailto:Firedept@volz.org); or 321 S. Buesching Rd, Lake Zurich, IL 60047; or with the Secretary of the Department of Health and Human Services, Office of Civil Rights – DHHS, 1301 Young Street, Suite 1169, Dallas, TX 75202, (214) 767-4056; (214) 767-8940 TDD. Submit a written complaint within 180 days of when you knew or should have known of the circumstance leading to the complaint. **You will not be retaliated against for filing a complaint.**



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