



NOTICE OF PRIVACY PRACTICES

Regarding your protected health information

THIS NOTICE DESCRIBES HOW MEDICAL INFORMATION ABOUT YOU/YOUR CHILD MAY BE USED AND DISCLOSED AND HOW YOU CAN GET ACCESS TO THIS INFORMATION. PLEASE REVIEW IT CAREFULLY.

Your health information is private. The Jewish Renaissance Medical Center (JRMC) understands that the information it collects about you and your health is personal. JRMC is required by state and federal laws to protect your health information from being improperly used or released. This notice will tell you what JRMC may legally do with your protected health information. It will also tell you your rights about such information kept by JRMC.

JRMC is required to provide you this notice regarding your protected health information.

JRMC will follow requirements of this notice.

JRMC reserves the right to change this notice. All changes to this notice will apply to all of your protected health information. If this notice is changed, the new notice will be made available to you during your office visit or can be mailed to you upon request.

Information Handling

In our normal business operations, JRMC may receive protected health information, which is information identifying you and which includes some indication of your medical condition. This information may be about you or your family members and the law requires that it be protected. JRMC is allowed to use this information and share it with others, if the protected health information is being used for your treatment, the payment of your medical expenses, or for health care operations.

Examples of this include:

- to doctors about Medicaid eligibility as part of health care operations; or
- to insurance companies about paying claims; and/or
- to hospitals for your treatment

JRMC follows the laws that tell us when we *must* share health information and when we *can* share health information, without your permission.

JRMC will share information:

- as required by law, subject to limited restrictions
- to public health authorities to report such things as contagious diseases and for birth, death and immunization records
- to the police or military as required by law
- for the court and administrative proceedings
- to health oversight authorities to see that government programs are being run properly
- to the federal government to protect the country, the president, government workers and for other government programs

Note: Sometimes, health information that can normally be released cannot be released. For example, if state law states the information will not be released and federal law allows it to be released, it will not be released. The same is true if federal law says the information cannot be released, but state law allows it to be released. Whichever law is more restrictive is the one that will apply. Other than the examples listed, JRMC may not share any of your information without your written permission. You can allow JRMC to share as much of your information as you wish. You can also cancel your permission for JRMC to share that information.



PATIENT'S RIGHTS

Your Rights

1. You have the right to request that JRMC limit the information it shares about you, but JRMC does not have to agree to such requests.
2. You have the right to receive your information from JRMC privately. JRMC will provide it to whatever address you choose and in the form you choose. JRMC will charge for providing a copy of your records unless it is being sent to an exempt organization.
3. You have the right to inspect and copy your information that JRMC has. This right may be limited if the information contains notes taken by a mental health provider during treatment sessions.
4. You have the right to ask that the information in JRMC' file be changed. However, there are limits regarding what may be changed.
5. You have the right to receive a list of the parties outside JRMC that have received your information.
6. You also have the right to request this notice on paper, electronically or both.

These protections and rights became effective April 14, 2003.

If you have questions or complaints, or want to make a request, contact:

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