

PRIVACY NOTICE OF THE CITY OF HUNTSVILLE EMPLOYEE CLINIC

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.

THIS NOTICE GIVES YOU INFORMATION REQUIRED BY LAW about the duties and privacy practices of THE CITY OF HUNTSVILLE EMPLOYEE CLINIC (the "Clinic") to protect the privacy of your medical information. The Clinic provides health benefits to you and receives and maintains your medical information in the course of providing these health benefits to you. The Clinic hires business associates to help it provide these benefits to you. These business associates also receive and maintain your medical information in the course of assisting the Clinic. The Clinic is sponsored by THE CITY OF HUNTSVILLE (the "Clinic Sponsor"). The Clinic considers the health information about you and your health care to be personal information that will be treated as Protected Health Information (PHI) in accordance with the Health Insurance Portability and Accountability Act of 1996 (HIPAA) and its privacy rules and the Health Information Technology for Economic and Clinical Health Act (HITECH). The HIPAA Privacy Rule protects certain information known as Protected Health Information (PHI). Generally, PHI is health information, including demographic information, collected from you or created or received by a health care provider, a health care clearinghouse, a health plan, or your employer on behalf of a group health plan, from which it is possible to individually identify you and that relates to (1) your past, present, or future physical or mental health or condition; (2) the provision of health care to you; or (3) the past, present or future payment for the provision of health care to you.

THE EFFECTIVE DATE OF THIS NOTICE AS AMENDED IS SEPTEMBER 23, 2013. The Clinic is required to follow the terms of this notice until it is replaced. The Clinic reserves the right to change the terms of this notice at any time. If the Clinic makes material changes to this notice, the Clinic will revise it, post it on the City of Huntsville's web site, and distribute it as required by HIPAA. The Clinic reserves the right to make the new changes apply to all your medical information maintained by the Clinic before and after the effective date of the new notice.

Purposes for which the Clinic May Use or Disclose Your Medical Information Without Your Consent or Authorization

The Clinic may use and disclose your medical information for the following purposes:

- **Health Care Providers' Treatment Purposes.** For example, the Clinic may disclose your medical information to your doctor, at the doctor's request, for your treatment by him.
- **Payment.** For example, the Clinic may use or disclose your medical information to pay claims for covered health care services or to provide eligibility information to your doctor when you receive treatment.
- **Health Care Operations.** For example, the Clinic may use or disclose your medical information (i) to conduct quality assessment and improvement activities, (ii) for underwriting, premium rating, or other activities relating to the creation, renewal or replacement of a contract of health insurance, (iii) to authorize business associates to perform data aggregation services, (iv) to engage in care coordination or case management, and (v) to manage, plan or develop the Clinic's business. The Plan will not, however, use your genetic information for underwriting purposes.
- **Health Services.** The Clinic may use your medical information to contact you to give you information about treatment alternatives or other health-related benefits and services that may be of interest to you. The Clinic may disclose your medical information to its business associates to assist the Clinic in these activities.

- *As required by law.* For example, the Clinic must allow the U.S. Department of Health and Human Services to audit Clinic records. The Clinic may also disclose your medical information as authorized by and to the extent necessary to comply with workers' compensation or other similar laws.
- *To Business Associates.* The Clinic may disclose your medical information to business associates the Clinic hires to assist the Clinic. Each business associate of the Clinic must agree in writing to ensure the continuing confidentiality and security of your medical information.
- *To Clinic Sponsor.* The Clinic may disclose to the Clinic Sponsor, in summary form, claims history and other similar information. Such summary information does not disclose your name or other distinguishing characteristics. The Clinic may disclose your medical information to the Clinic Sponsor for Clinic administrative functions that the Clinic Sponsor provides to the Clinic if the Clinic Sponsor agrees in writing to ensure the continuing confidentiality and security of your medical information. The Clinic Sponsor must also agree not to use or disclose your medical information for employment-related activities or for any other benefit or benefit plans of the Clinic Sponsor.

The Clinic may also use and disclose your medical information as follows:

- To comply with legal proceedings, such as a court or administrative order or subpoena.
- To law enforcement officials for limited law enforcement purposes.
- To a family member, friend or other person, for the purpose of helping you with your health care or with payment for your health care, if you are in a situation such as a medical emergency and you cannot give your agreement to the Clinic to do this.
- To your personal representatives appointed by you or designated by applicable law.
- For research purposes in limited circumstances.
- To a coroner, medical examiner, or funeral director about a deceased person.
- To an organ procurement organization in limited circumstances.
- To avert a serious threat to your health or safety or the health or safety of others.
- To a governmental agency authorized to oversee the health care system or government programs.
- To federal officials for lawful intelligence, counterintelligence and other national security purposes.
- To public health authorities for public health purposes.
- To appropriate military authorities, if you are a member of the armed forces.
- As otherwise permitted by law or regulation.

Uses and Disclosures with Your Permission

Other uses or disclosures of your protected health information not described above will only be made with your written authorization. For example, in general and subject to specific conditions, we will not use or disclose your psychiatric notes; we will not use or disclose your protected health information for marketing; and we will not sell your protected health information, unless you give us a written authorization. You may revoke written authorizations at any time, so long as the revocation is in writing. Once we receive your written revocation, it will only be effective for future uses and disclosures. It will not be effective for any information that may have been used or disclosed in reliance upon the written authorization and prior to receiving your written revocation.

Your Rights

You have the following rights with respect to your protected health information:

Right to Inspect and Copy. You have the right to inspect and copy certain protected health information that may be used to make decisions about your treatment. If the information you request is maintained electronically, and you request an electronic copy, the Clinic will provide a copy in the electronic form and format you request, if the information can be readily produced in that form and format; if the information cannot be readily produced in that form and format, we will work with you to come to an agreement on form and format. If we cannot agree on an electronic form and format, we will provide you with a paper copy.

To inspect and copy your protected health information, you must submit your request in writing to the City of Huntsville Insurance and Benefits Office. If you request a copy of the information, the Clinic may charge a reasonable fee for the costs of copying, mailing, or other supplies associated with your request.

The Clinic may deny your request to inspect and copy in certain very limited circumstances. If you are denied access to your medical information, you may request that the denial be reviewed by submitting a written request to the City of Huntsville Insurance and Benefits Office.

Right to Amend. If you feel that the protected health information the Clinic has about you is incorrect or incomplete, you may ask to have the information amended. You have the right to request an amendment for as long as the information is kept by or for the Clinic.

To request an amendment, your request must be made in writing and submitted to the City of Huntsville Insurance and Benefits Office. In addition, you must provide a reason that supports your request.

We may deny your request for an amendment if it is not in writing or does not include a reason to support the request. In addition, we may deny your request if you ask us to amend information that:

- is not part of the medical information kept by or for the Clinic;
- was not created by us, unless the person or entity that created the information is no longer available to make the amendment;
- is not part of the information that you would be permitted to inspect and copy; or
- is already accurate and complete.

If we deny your request, you have the right to file a statement of disagreement with us and any future disclosures of the disputed information will include your statement.

Right to an Accounting of Disclosures. You have the right to request an “accounting” of certain disclosures of your protected health information. The accounting will not include (1) disclosures for purposes of treatment, payment, or health care operations; (2) disclosures made to you; (3) disclosures made pursuant to your authorization; (4) disclosures made to friends or family in your presence or because of an emergency; (5) disclosures for national security purposes; and (6) disclosures incidental to otherwise permissible disclosures.

To request this list or accounting of disclosures, you must submit your request in writing to the City of Huntsville Insurance and Benefits Office. Your request must state the time period you want the accounting to cover, which may not be longer than six years before the date of the request. Your request should indicate in what form you want the list (for example, paper or electronic). The first list you request within a 12-month period will be provided free of charge. For additional lists, we may charge you for the costs of providing the list. We will notify you of the cost involved and you may choose to withdraw or modify your request at that time before any costs are incurred.

Right to Request Restrictions. You have the right to request a restriction or limitation on your protected health information that we use or disclose for treatment, payment, or health care operations. You also have the right to request a limit on your protected health information that we disclose to someone who is involved in your care or the payment for your care, such as a family member or friend. For example, you could ask that we not use or disclose information about a surgery that you had.

Except as provided in the next paragraph, we are not required to agree to your request. However, if we do agree to the request, we will honor the restriction until you revoke it or we notify you.

We will comply with any restriction request if (1) except as otherwise required by law, the disclosure is to a health plan for purposes of carrying out payment or health care operations (and is not for purposes of carrying out treatment); and (2) the protected health information pertains solely to a health care item or service for which the health care provider involved has been paid in full by you or another person. We will comply with your request to restrict certain disclosures to your health care plan regarding health care items for which you pay out of pocket.

To request restrictions, you must make your request in writing to the City of Huntsville Insurance and Benefits Office. In your request, you must tell us (1) what information you want to limit; (2)

whether you want to limit our use, disclosure, or both; and (3) to whom you want the limits to apply—for example, disclosures to your spouse. You have the right to have certain disclosures to your health care plan restricted regarding health care items for which you pay out of pocket.

Right to Request Confidential Communications. You have the right to request that we communicate with you about medical matters in a certain way or at a certain location. For example, you can ask that we only contact you at work or by mail.

To request confidential communications, you must make your request in writing to the City of Huntsville Insurance and Benefits Office. We will not ask you the reason for your request. Your request must specify how or where you wish to be contacted. We will accommodate all reasonable requests.

Right to Be Notified of a Breach. You have the right to be notified in the event that we (or a Business Associate) discover a breach of unsecured protected health information.

Right to a Paper Copy of This Notice. You have the right to a paper copy of this notice. You may ask us to give you a copy of this notice at any time. Even if you have agreed to receive this notice electronically, you are still entitled to a paper copy of this notice.

You may obtain a copy of this notice at our website, www.huntsvilleal.gov

To obtain a paper copy of this notice, contact the City of Huntsville Insurance and Benefits Office.

If you want to exercise any of these rights described in this notice, please contact the Contact Office (below). The Clinic will give you the necessary information and forms for you to complete and return to the Contact Office. In some cases, the Clinic may charge you a nominal, cost-based fee to carry out your request.

Complaints

If you believe your privacy rights have been violated by the Clinic, you have the right to complain to the Clinic or to the Secretary of the U.S. Department of Health and Human Services. You may file a complaint with the Clinic at our Contact Office (below). We will not retaliate against you if you choose to file a complaint with the Clinic or with the U.S. Department of Health and Human Services.

Contact Office

To request additional copies of this notice or to receive more information about our privacy practices or your rights, please contact us at the following Contact Office:

Contact Office: City of Huntsville's Insurance & Benefits Office

Telephone: 256.427.5242 or 256.427.5244 Fax: 256.427.5078

E-mail: HR-Benefits@huntsvilleal.gov

Address: 308 Fountain Circle, Huntsville, AL 35804-0308

Acknowledgement of receipt of this Privacy Notice of the City of Huntsville Employee Clinic:

You will be requested to sign a copy of this notice acknowledging that you have received a copy of this notice. Please sign and date below once you have received this notice and had an opportunity to read the notice. If you are not able to sign, a staff member will sign their name and date to indicate that you have been provided with this notice.

Signature of Employee_____

Date_____

Signature of Staff Member_____

Date_____