

JASPER COUNTY EMERGENCY SERVICES PRIVACY POLICY NOTICE

Jasper County Emergency Services is required by law to maintain the privacy of certain confidential health care information, known as Protected Health Information or PHI, and to provide you with a notice of our legal duties and privacy practices with respect to your PHI. Jasper County Emergency Services is also required to abide by the terms of the version of the Notice currently in effect.

Uses and Disclosures of PHI: Jasper County Emergency Service may use PHI for the purpose of treatment, payment, and health care operations, in most cases without your written permission. Examples of our use of your PHI:

For Treatment: This includes such things as verbal and written information about your medical condition and treatment from you as well as others, such as doctors and nurses who give orders to allow us to provide treatment to you. We may give your PHI to other health care providers involved in your treatment and may transfer your PHI via radio or telephone to the hospital or dispatch center.

For Payment: This includes any activities we must undertake in order to get reimbursed for the services we provide to you, including such things as submitting bills to insurance companies, making medical necessity determinations and collecting outstanding accounts.

For Health Care Operations: This includes quality assurance activities, licensing, and training programs to ensure that our personnel meet our standards of care and follow established policies and procedures, as well as certain other management functions.

Use and Disclosure of PHI Without Your Authorization: Jasper County Emergency Services is permitted to use PHI without your written authorization or opportunity to object in certain situations, including: For the treatment, payment or health care operations activities of another health care provider who treats you.

To health care and legal compliance activities;

To a family member, other relative, or close friend or other individual involved in your care if we obtain verbal agreement to do so or if we give you opportunity to object to such disclosure and you do not raise an objection, and in certain other circumstances where we are unable to obtain your agreement and believe the disclosure is in your best interest;

To a public health attorney in certain situations as required by law (such as to report abuse, neglect, or domestic violence).

For health oversight activities including audits or government investigations, inspections, disciplinary proceedings, and other administrative or judicial actions taken 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 to a response to a subpoena or other legal process.

For law enforcement activities in limited situations, such as when responding to a warrant;

For military, national defense and security and other special government functions;

To avert a serious threat to the health and safety of a person or the public at large;

For workers compensation purposes and in compliance with workers' compensation laws;

To coroners, medical examiners, and funeral directors for identifying a deceased person, determining cause of death, or carrying on their duties as authorized by law.

If you are a organ donor, we may release health information to an organizations that handle organ procurement or organ, eye, or tissue transplantation or to an organ donation bank; as necessary to facilitate organ donations and transplantation;

For research projects, but this will be subject to strict oversight and approvals;

We may use or disclose health information about you in a way does not personally identify you or reveal who you are.

Any other use or disclosure of PHI, other than those listed above will only be made with your written authorization. You may revoke your authorization at any time, in writing, except to the extent we have already used or disclosed medical information in reliance on that authorization.

Patients' 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 inspect and copy most of the medical information about you that we maintain. We will normally provide you with access to this information within 30 days of your request. We may also charge you a reasonable fee for you to copy any medical information that you have a right to access. In limited circumstances, we may deny you access to your medical information, and you may appeal certain types of denials. We have available forms to request access to your PHI and we will provide a written response if we deny you access an let you know your appeal rights. If you wish to inspect and copy your medical information, you should contact our privacy officer.

The Right to Amend Your PHI: You have the right to ask us to amend written medical information that we may have about you. WE will generally amend you information within 60 days of your request and will notify you that when we have amened the information. We are permitted by law to deny your request to amend your medical information only in certain circumstances, like when we believe the information you have asked us to amend is correct. If you wish to request that we amend the medical information that we have about you, you should contact our privacy officer.

The Right to Request an Accounting of Our Use and Disclosures of Your PHI: You may request an accounting from us certain disclosures 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 information we have used or disclosed for purposes of treatment, payment or health care operations, or when we share your health information with our business associates, like our billing company or a medical facility from/to which we have transported you. We are also **not required** To give you an accounting of our uses of protected health information about you that we have uses or disclosed that is not exempted from the accounting requirement, you should contact our privacy office.

The Right to Request That We Restrict the Uses And Disclosures of Your PHI: You have the right to request that we restrict how we use and disclose your medical information that we have about you. Jasper County Emergency Services is not required to agree to any restrictions you request, but any restrictions agree to by Jasper County Emergency Services are binding on Jasper County Emergency Services.

Internet and the Right to Obtain Copy of Paper Notice on Request: A copy of the Notice will be posted on our website. You may also request a paper copy of the Notice by mail.

Revisions to the Notice: Jasper County Emergency Services 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 we maintain. Any material changes to the Notice will be promptly post in our facilities

and posted to our website, if we maintain one. You can get a copy of the latest version of this Notice by contacting our privacy officer.

Your Legal Rights and Complaints: You also have the right to complain to us, or the Secretary of the United States Department of Health & Human Services if you believe your privacy rights have been violated. You will not be retaliated against in any way for filing a complaint with us or to the government. Should you have questions comments or complaints, you may direct them all inquires to our privacy officer.

Privacy Officer Information;
Russell Wells, Director of
Jasper County Emergency Services
P.O Box 1509 Ridgeland, SC 29936
(843)-726-7607 (Office)
(843)-726-7966 (Fax)