



SUMMARY NOTICE OF PRIVACY PRACTICES

This Notice of Privacy Practices (“Notice”) provides important information about how the County may use and disclose your health information. This information is called protected health information (“PHI”) and it includes information that we have created about your past, present or future health or condition, the provision of healthcare and the payment of healthcare.

This summary outlines the attached Notice of Privacy Practices. It explains your rights and our rights under the federal privacy rule known as “HIPAA”. You must read the Notice of Privacy Practices for a full listing of all of your privacy rights.

Why am I receiving this Notice?

Federal law requires us to provide you with a Notice of Privacy Practices and to obtain your acknowledgement that you received this Notice.

How is the County permitted to use or disclose your health information?

We may use and disclose your protected health information without your Authorization:

- **For Treatment:** Information obtained will be recorded in your file in order to get you the care you need. For example, a doctor or nurse may need to consult with another specialist, clinic, lab, etc.
- **For Payment:** Limited information is shared with doctors, clinics and others who bill for your care. We may forward bills to other health plans for payment.
- **For Health Care Operations:** We may share information with other organizations to accomplish certain tasks, such as quality improvement, audits, investigations, testing and planning.

Additional ways we may share your information:

- **Appointments/other Notifications:** We may need to contact you (your family, friend or personal representative if involved in your care) in an emergency, or to tell you about an appointment or available health benefits, exams, or programs.
- **As required by Law:** There are instances where the County is required to disclose information to public health authorities, for the sake of public safety, law enforcement agencies, and for judicial or administrative proceedings.
- **Oversight Agencies:** Certain agencies that oversee health care systems may receive health care information as part of the audits, civil, administrative, or criminal investigations, inspections, licensures, or disciplinary actions.

- **Organ Procurement Organizations:** Health information may be shared with an organization that obtains, stores, or transplant organs or tissue according to law.
- **For specified governmental functions:** Health information may be provided for reasons of national security, intelligence or to public assistance programs.

Other uses and disclosures of your protected health information not covered by the Notice of Privacy Practices or the laws that apply to use will be made only with your written authorization.

YOUR RIGHTS:

As a client, you have several rights with respect to the protected health information held in our records. You have the right to:

- See and receive copies of your protected health information
- Request we amend your record if you believe it is incorrect or incomplete;
- Request a list of disclosures, other than those for treatment, payment, or healthcare operations;
- Request limits on uses and disclosures of protected health information;
- Choose to use an alternative phone number or address;
- Request a copy of the full privacy notice;
- Revoke your authorization to use or disclose protected health information except to the extent that action has already been taken;
- File a complaint if you believe any of your rights have been violated.

OUR DUTIES:

We must provide you with our Notice of Privacy Practices at the initial delivery of service and abide by its terms. We may:

- Revise or change the terms of the Notice of Privacy Practices;
- Charge a fee for copies of your medical information;
- Deny your request to access and/or amend your records for certain reasons and if asked, give you a written reason for the denial.

If you have questions or complaints, please contact the Solano County HIPAA Privacy Officer at 675 Texas Street, Fairfield, California, 94533 (707) 784-2962.