

Right to Request Restrictions: You have the right to request a restriction of uses and disclosures of your health information for purposes of treatment, payment or healthcare operations. Colchester Rescue is not required to agree to a restriction and may decide not to accept the restriction. This request must be made to the HIPAA Privacy Officer at the address provided.

Right to a Paper Copy of this Notice: If you received this message electronically, you are entitled to receive a paper copy of this notice. Your request must be made to the HIPAA Privacy Officer at the address provided.

Right to Request Confidential Communications: You have the right to request that we communicate with you concerning your health information only in certain ways or at certain locations. For example, you may request that a bill be sent to an alternative address.

How to File a Complaint: If you believe Colchester Rescue has violated your privacy rights, you may file a written complaint addressed to the HIPAA Privacy Officer. The complaint must be in writing. You may also file a written complaint with the Secretary of the Department of Health and Human Services. You will not be penalized or retaliated against for filing a complaint.

**HIPAA Privacy Officer
Colchester Rescue
P.O. Box 55
Colchester, VT 05446
(802) 655-3555
*privacy@colchesterrescue.org***



COLCHESTER RESCUE



NOTICE OF PRIVACY POLICY

This notice describes how health information about you may be used and disclosed and how you can get access to this information. Please review it carefully.

The Purpose of This Notice

We are required by law to maintain the privacy of your personal information and to give you this Notice of our privacy practices, our legal duties and your rights concerning your private health information. Colchester Rescue must follow the practices described in this Notice as long as this Notice is in effect. This Notice will take effect on April 14, 2003 and will remain in effect until it is replaced. Colchester Rescue reserves the right to revise or change this Notice at any time. Any such revision will affect information we already have about you and any information we receive in the future. If there is any significant change in Colchester Rescue's privacy practices, this Notice will be changed and the new Notice will be available upon your request. You may request a copy of this notice at any time. A copy of this notice will also be posted on our website at <http://www.colchesterrescue.org/>.

Uses and Disclosures of Your Health Information

Colchester Rescue may use and disclose your personal health information without a written consent from you for the purpose of treatment, payment and healthcare operations. Any other uses or disclosures will require a written consent from you. Examples are:

Treatment: We may use or disclose personal health information to a physician or healthcare provider who will be treating you at the hospital we are transporting you to.

Payment: We may use or disclose personal health information to our billing contractor who may bill your insurance company for services we provided.

Healthcare Operations: We may use or disclose personal health information to conduct quality assessment and improvement activities.

Disclosures Required by Law: We may use or disclose personal health information when it is required to do so by law, which includes but is not limited to court orders, subpoenas or summons and court ordered warrants.

Colchester Rescue does not use or disclose your personal health information for marketing purposes nor does it sell your information for any purpose. Any use of your personal health information for any purpose other than treatment, payment or healthcare operation or as required by law, will require your written authorization. You may revoke any such authorization.

Your Rights Regarding Health Information About You

You have the following rights regarding the personal health information we maintain about you:

Right to Inspect and Copy: You have the right to inspect and copy your health information that Colchester Rescue maintains. To inspect and copy your health information you must submit in writing your request to the Privacy Officer at the address provided below. If you request a copy, this will be sent to you within 30 days of the request. There may be a charge for the costs associated with this request.

Right to Amend: If you feel your health information maintained by Colchester Rescue is incorrect or incomplete, you may ask to amend the information by contacting the HIPAA Privacy Officer at the address below. Your request may be denied if you do not include a reason to support the request or if the information you seek to amend is accurate and complete.

Right of Accounting of Disclosures: If any disclosures were made for any purpose other than for treatment, payment or healthcare operations, a log will be kept and you have the right to request a copy of this log. Your request can be sent to the HIPAA Privacy Officer at the address provided.