



NOTICE OF PRIVACY PRACTICES

Effective Date: April 14, 2003

The Crooked River Ranch Rural Fire Protection District (CRR RFPD) provides many types of services. CRR RFPD staff must collect information about you to provide these services. CRR RFPD knows that information we collect about you and your health is private. CRR RFPD is required to protect this information by Federal and State law. We call this information "protected health information (PHI)."

The Notice of Privacy Practices will tell you how CRR RFPD may use or disclose information about you. Not all situations will be described. CRR RFPD is required to give you a notice of our privacy practices for the information we collect and keep about you. CRR RFPD is required to follow the terms of notice currently in effect.

CRR RFPD May use and Disclose Information without Your Authorization:

- **For Treatment.** CRR RFPD may use or disclose information with health care providers who are involved in your health care. For example, information may be shared to create and carry out a plan for your treatment.
- **For Payment.** CRR RFPD may use or disclose information to get payment or to pay for the health care services you receive. For example, CRR RFPD may use PHI to review the quality of services you receive.
- **For Health Care Operations.** CRR RFPD may use or disclose information in order to

manage its programs and activities. For example, CRR RFPD may use PHI to review the quality of services you receive.

- **Appointments and Other Health Information.** CRR RFPD may send you reminders for medical care or checkups. CRR RFPD may send you information about health service that may be of interest to you.
- **For Public Health Activities.** CRR RFPD is the public health agency that keeps and updates vital records, such as births and deaths, and tracks some diseases.
- **For Health Oversight Activities.** CRR RFPD may use or disclose information to inspect or investigate health care providers.
- **As Required by Law and For Law Enforcement.** CRR RFPD will use and disclose information when required or permitted by federal or state law or by a court order.
- **For Abuse Reports and Investigations.** CRR RFPD is required by law to receive and investigate reports of abuse.
- **For Government Programs.** CRR RFPD may use and disclose information for public benefits under other government programs. For example, CRR RFPD may disclose information for the determination of Supplemental Security Income (SSI) benefits.
- **To Avoid Harm.** CRR RFPD may disclose PHI to law enforcement in order to avoid a

serious threat to the health and safety of a person or the public.

- **For Research.** CRR RFPD uses information for studies and to develop reports. These reports do not identify specific people.
- **Disclosures to Family, Friends, and Others.** CRR RFPD may disclose information to your family or other persons who are involved in your medical care. You have the right to object to the sharing of this information.
- **Other Uses and Disclosures Require Your Written Authorization.** For other situations, CRR RFPD will ask for your written authorization before using or disclosing information. You may cancel this authorization at any time in writing. CRR RFPD cannot take back any uses or disclosures already made with your authorization.
- **Other Laws Protect PHI.** Many CRR RFPD programs have other laws for the use and disclosure of information about you. For example, you must give your written authorization for CRR RFPD to use and disclose your mental health and chemical dependency treatment records.

Your PHI Privacy Rights

When information is maintained by CRR RFPD as a public health agency, the public health records are governed by other State and Federal laws and are not subject to the rights described below.

- **Right to See and Get Copies of your Records.** In most cases, you have the right to look at or get copies of your records. You must make the request in writing. You may be charged a fee for the cost of copying your records.
- **Right to Request a Correction or Update of Your Records.** You have the right to ask CRR RFPD for a list of disclosures made after April 14, 2003. You must make the request in writing. This list will not include the times that information was disclosed for treatment, payment, or health care operations. The list will not include information provided directly to you or family, or information that was sent with your authorization.
- **Right to Request Limits on Uses or Disclosures of PHI.** You have the right to ask that CRR RFPD limit how your information is used or disclosed. You must make the request in writing and tell CRR RFPD what information you want to limit and to whom you want the limits to apply. CRR RFPD is not required to agree to the restrictions. You can request that the restrictions be terminated in writing or verbally.
- **Right to Revoke Permission.** If you are asked to sign an authorization to use or disclose information, you can cancel that authorization at any time. You must make the request in writing. This will not affect information that has already been shared.
- **Right to Choose How We Communicate with you.** You have the right to ask that CRR RFPD share information with you in a certain way or in a certain place. For example, you may ask CRR RFPD to send

information to your work address instead of your home address. You must make this request in writing. You do not have to explain the basis for your request.

- **Right to File a Complaint.** You have the right to file a complaint if you do not agree with how CRR RFPD has used or disclosed information about you.
- **Right to Get a Paper Copy of this Notice.** You have the right to ask for a paper copy of this notice at any time.

How to contact CRR RFPD to Review, Correct or Limit Your Protected Health Information (PHI)

You may contact CRR RFPD Office or CRR RFPD Privacy Officer at the address listed at the end of this notice to:

- Ask to look at or copy your records
- Ask to correct or change your records.
- Ask to limit how information about you is used or disclosed
- Ask to cancel your authorization
- Ask for a list of the times CRR RFPD disclosed information about you.

CRR RFPD may deny your request to look at, copy or change your records. If CRR RFPD denies your request, CRR RFPD will send you a letter that tells you why your request is being denied and how you can ask for a review of the denial. You will also receive information about how to file a complaint with CRR RFPD or with the U.S. Department of Health and Human Services, Office for Civil Rights.

How to File a Complaint or Report a Problem

You may contact any of the people listed below if you want to file a complaint or to report a problem with how CRR RFPD has used or disclosed information about you. Your benefits will be affected by any complaints you make. CRR RFPD cannot retaliate against you for filing a complaint, cooperating in an investigation, or refusing to agree to something that you believe to be unlawful.

State of Oregon Department of Human Services
Governor's Advocacy Office
500 Summer St. NE, E17
Salem, OR 97301-1097
Phone: 1-800-442-5238 Fax: 503-378-6532
Email: GAO.info@state.or.us

Office for Civil Rights

Medical Privacy, Complaint Division
U.S. Department of Health and Human Services
200 Independence Ave SW
HHH Bldg, Room 509H
Washington, D.C. 20201
Phone: 1-866-627-7748 TTY: 1-866-788-4989
Web: www.hhs.gov/ocr

For More Information

If you have any questions about this notice or need more information, please contact the CRR RFPD Privacy Officer at (541) 923-6776.

In the future, CRR RFPD may change its Notice of Privacy Practices. Any changes will apply to information CRR RFPD already has, as well as any information CRR RFPD receives in the future. A copy of the new notice will be posted at CRR RFPD site and facility and provided as required by law. You may ask for a copy of the current notice anytime you visit CRR RFPD, or call (541) 923-6776.