

University of Alaska Southeast Health Clinic
NOTICE OF USE OF PRIVATE HEALTH CARE INFORMATION
Effective Date November 20, 2013

FOR YOUR PROTECTION

THIS NOTICE DESCRIBES HOW YOUR MEDICAL INFORMATION IS PROTECTED, WHEN IT CAN BE DISCLOSED AND HOW YOU CAN GET ACCESS TO THIS INFORMATION. PLEASE REVIEW IT CAREFULLY.

YOUR HEALTH CARE INFORMATION IS ALWAYS KEPT PRIVATE

We understand that information we collect about you and your health is personal. Keeping your health care information private is one of our most important responsibilities. We are committed to protecting your health care information and following all laws about its use. You have the right to discuss your concerns about how your health care information is shared. The law says:

1. We must keep your health care information from others who do not need it.
2. You may ask us not to share certain health care information. Sometimes, we may not be able to agree to your request.

WHO SEES AND SHARES MY HEALTH CARE INFORMATION?

Your health caregivers, such as nurses, doctors, therapists and social workers may see, use and share your health care information to determine your plan of care. This use may cover health care services you had before now or may have later.

We review your health care information to make sure that you get quality care and that all laws about providing for your health care are being followed. We may also use your information to remind you about appointments or to tell you about treatment alternatives.

MAY I SEE MY HEALTH CARE INFORMATION?

In most cases, you may see your health care information. There may be legal reasons or safety concerns that may limit the amount of information that you may see. You may ask in writing to receive a copy of your health care information. We may charge a small amount for copying costs.

If you think some of your health care information is wrong, you may ask in writing that we correct or add to it. You may ask that the corrected or new information to be sent to others who have received your health care information from us. You may ask us for a list of where we sent your health care information.

WHAT IF MY HEALTH CARE INFORMATION NEEDS TO GO SOMEWHERE ELSE?

You may ask to have your health care information sent to others. You will be asked to sign a separate form, called an authorization form, permitting your health care information to go to them.

The authorization form tells us what, where and to whom the information must be sent. You can stop or limit the amount of information sent at any time by letting us know in writing.

NOTE: If you are younger than 18 years old and by law are able to give consent for your own health care, then your health care information is kept private from others unless you sign an authorization form.

COULD MY HEALTH CARE INFORMATION BE RELEASED WITHOUT MY AUTHORIZATION?

We follow laws that tell us when we have to share health care information, even if you do not sign an authorization form. We always report:

1. Contagious diseases, birth defects and cancer
2. Firearm injuries and other trauma events
3. Reactions to problems with medicines or defective medical equipment
4. To the police when required by law
5. When the court orders us to
6. To a provider or insurance company who needs to know if you are enrolled in one of our programs
7. To Workers Compensation for work related injuries
8. Birth, death and immunization information
9. To the federal government when they are investigating something important to protect our country, the President and other government workers
10. Abuse, neglect, and domestic violence, if related to child protection or vulnerable adults.

We may also share health care information for permitted research purposes, for matters concerning organ donations and for serious threats to public health or safety.

MAY I HAVE A COPY OF THIS NOTICE?

This notice is yours. You may ask for a copy at any time.

QUESTIONS OR COMPLAINTS?

If you have questions or feel your privacy rights have been violated, you can contact Lori Klein, UAS Student Resource Center Director at: 907 -796 - 6529.

You can also contact the federal government Secretary of Health and Human Services (HHS) or the HHS Office of Civil Rights. Your health care services will not be affected by any complaint made to Lori Klein, the Secretary of Health and Human Services, or the HHS Office of Civil Rights.