

**THIS NOTICE DESCRIBES HOW MEDICAL INFORMATION THAT THE
O'NEILL SENIOR CENTER MAY HAVE ABOUT YOU, MAY BE USED AND
DISCLOSED AND HOW YOU CAN ACCESS THIS INFORMATION.
PLEASE REVIEW IT CAREFULLY.**

The O'Neill Senior Center has established policies to guard against unnecessary disclosure of your health information, set forth in this Notice. The O'Neill Senior Center reserves the right to change the terms of this Notice and to make the new or revised provisions effective for all health information that it maintains. If the O'Neill Senior Center changes its Notice, the O'Neill Senior Center will make a copy of the revised Notice available to you, or provide you with a copy of the revised Notice upon your request. The O'Neill Senior Center may use your health information in order to provide you treatment, to obtain payment for your care and to conduct health care operations. Your health information may be used and disclosed as follows:

To Provide Treatment: The O'Neill Senior Center may use your health information to coordinate or manage your care within the O'Neill Senior Center and with others outside of the O'Neill Senior Center who are involved in your care, such as your attending physician and health care professionals who have agreed to assist the O'Neill Senior Center in coordinating care. For example, certain service providers involved in your care may need information about your medical condition in order to deliver appropriate services.

To Obtain Payment: The O'Neill Senior Center may include your health information in order to collect payment from you or third parties for the care you receive from the O'Neill Senior Center for example, the O'Neill Senior Center may be required by the Area Agency on Aging or the Ohio Department of Aging to provide information regarding your health care status when billing transactions are conducted.

To Conduct Health Care Operations: The O'Neill Senior Center may use and disclose health information for its own operations and as necessary to provide quality care to all service recipients. For example, O'Neill Center may use your health information to evaluate its staff performance.

For Appointment Reminders: The O'Neill Senior Center may use and disclose your health information to contact you as a reminder that you have an appointment with our staff for a home visit.

For Treatment Alternatives: The O'Neill Senior Center may use and disclose your health information to tell you about or recommend possible service options or alternatives that may be of interest to you.

Other Possible Disclosures: In addition, the O'Neill Senior Center may disclose your health information under other circumstances, including:

- when required by law;
- for public health purposes;
- to report abuse, neglect or domestic violence;
- for health oversight activities, such as inspections or licensure investigations;
- in connection with court or administrative proceedings, after notifying you or seeking an order protecting the information;

- for law enforcement purposes;
- for legitimate research purposes;
- to prevent or lessen a serious threat to your health or safety, or the health or safety of the public;
- for specific government functions such as national security; or
- for Worker's Compensation purposes

AUTHORIZATION TO USE OR DISCLOSE HEALTH INFORMATION

Other than as stated above, the O'Neill Senior Center will not disclose your health information without your written authorization. If you or your representative authorizes the O'Neill Senior Center to use or disclose your health information, you may revoke that authorization in writing at any time.

YOUR RIGHTS

You have the following rights regarding your health information:

- **Right to request restrictions.** You may request restrictions on certain uses and disclosures of your health information. You have the right to request a limit on the O'Neill Senior Center's disclosure of your health information to someone who is involved in your care or the payment of your care. However, the O'Neill Senior Center is not required to agree to your request. If you wish to request a restriction, please contact Connie Huntsman at the O'Neill Senior Center at (740) 373-3914.
- **Right to be notified of breach.** If a breach of information occurs, you have the right to be notified. The O'Neill Center will make a reasonable effort to notify you as quickly as possible if there is a suspected breach of information.
- **Right to receive confidential communications:** You have the right to request that the O'Neill Senior Center communicate with you in a certain way. For example, you may ask that the O'Neill Senior Center only conduct communications pertaining to your health information with you privately, with no other family members present. If you wish to receive confidential communications, please contact the O'Neill Senior Center at (740) 373-3914. The O'Neill Senior Center will not require that you provide any reasons for your request and will make reasonable attempts to honor your request for confidential communications.
- **Right to inspect and copy your health information:** Except under special circumstances, you have the right to inspect and copy your health information, including billing records. A request to inspect or copy your health information may be made to O'Neill Senior Center at (740) 373-3914. If you request a copy of your health information, the O'Neill Senior Center may charge a reasonable fee for copying and assembling costs associated with your request. If your PII and PHI are kept electronically, you have the right to request an electronic copy.
- **Right to amend health care information:** You have the right to request that the O'Neill Senior Center amend your records if you believe that your health information is incorrect

or incomplete. A request for an amendment of records must be made in writing to O'Neill Senior Center, 333 Fourth Street, Marietta, OH 45750. The O'Neill Senior Center may deny the request if it is not in writing or does not include a reason for the amendment. The request also may be denied if your health information records were not created by the O'Neill Senior Center, if the records you are requesting are not part of the O'Neill Center's records, if the health information you wish to amend is not part of the health information you are permitted to inspect and copy, or if, in the opinion of the O'Neill Senior Center, the records containing your health information are accurate and complete.

- **Right to an accounting:** You or your representative has the right to request an accounting of disclosures of your health information made by O'Neill Senior Center. The request for an accounting must be made in writing to HIPAA Privacy Officer, O'Neill Senior Center, 333 Fourth Street, Marietta, OH 45750 and must specify the time period for the accounting, and include only periods after April 14, 2003. Accounting requests may not be made for periods of time in excess of six (6) years. The O'Neill Senior Center will provide the first accounting of your request during any 12-month period without charge. Subsequent accounting requests may be subjected to a reasonable cost-based fee.
- **Right to paper copy of this notice:** You, or your representative, have a right to a separate copy of this notice at any time even if you or your representative has received this Notice previously. To receive a paper copy of this notice, please contact the O'Neill Senior Center at (740) 373-3914. You may also obtain a copy of the current version of the O'Neill Senior Center's Notice of Privacy Practice at its' website, www.oneillcenter.com

CONTACT PERSON

If you wish to make a complaint as to the disclosure of your health information please write to Connie Huntsman, Executive Director, O'Neill Senior Center, 333 Fourth Street, Marietta, OH 45750. You may also express any complaints to the Secretary of the U.S. Department of Health and Human Services. The O'Neill Senior Center encourages you to express any concerns you may have regarding the privacy of your information. You will not be retaliated against in any way for filing a complaint.