



# LAKE WORTH FIRE

3805 Adam Grubb Drive • Lake Worth, Texas 76135 • 817 237-7461

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## NOTICE OF PRIVACY PRACTICES

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**THIS NOTICE DESCRIBES HOW MEDICAL INFORMATION ABOUT YOU MAY BE USED AND DISCLOSED AND HOW YOU CAN ACCESS THIS INFORMATION. PLEASE REVIEW IT CAREFULLY.**

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The Lake Worth Fire Department is dedicated to maintaining the privacy of your Private Health Information (PHI). In conducting business, the Lake Worth Fire Department creates records regarding you and the treatment and services provided to you. The Lake Worth Fire Department is required by law to maintain the confidentiality of health information that identifies you. The Lake Worth Fire Department is also required by law to provide you with this Notice of the legal duties and privacy practices that the Lake Worth Fire Department maintains concerning your PHI. This Notice of Privacy Practices describes how the Lake Worth Fire Department may use and disclose your PHI to carry out treatment, payment, or other health care operations and for other purposes permitted or required by law. The terms of this Notice apply to all records created or retained by the Lake Worth Fire Department. The Lake Worth Fire Department must abide by the terms of the Notice currently in effect. The Lake Worth Fire Department reserves the right to revise or amend this Notice of Privacy Practices. Any revision or amendment of this Notice will be effective for all your records that the Lake Worth Fire Department maintains. Upon request, the Lake Worth Fire Department will provide any revised Notice to you at any time.

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### **THE LAKE WORTH FIRE DEPARTMENT MAY USE AND DISCLOSE YOUR PHI IN THE FOLLOWING WAYS**

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1. **Treatment:** The Lake Worth Fire Department may use and disclose your PHI to other health care providers involved in your treatment. For example, The Lake Worth Fire Department may provide information to Ambulance Providers, doctors, nurses or other who are involved in your treatment. Information may also be shared with hospitals, pharmacies and laboratories for the coordination of treatment.
  2. **Health Care Operations:** The Lake Worth Fire Department may use and disclose your PHI for certain operational, administrative, and quality assurance activities. For example, the Lake Worth Fire Department may use your PHI to evaluate the quality of treatment you received. The Lake Worth Fire Department may also use your PHI to provide you information about health-related benefits or services that may interest you.
  3. **Release of Information to Family or Friends:** Under circumstances allowed by law, the Lake Worth Fire Department may release your PHI to a friend or family member that is involved in your care, or who helps pay for your care. This may include disclosure of your PHI to an organization assisting in disaster relief efforts such as the American Red Cross, so that your family may be notified of your condition.
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4. **Disclosures Required by Law:** The Lake Worth Fire Department will use and disclose your PHI when required by federal, state or local law.
5. **Disclosures Regarding Victims of Abuse, Neglect or Domestic Violence:** If you Lake Worth Fire Department believes you are a victim of abuse, neglect or domestic violence, the Lake Worth Fire Department may disclose your PHI to a governmental authority including a social service or protective service agency authorized to receive such reports.
6. **Public Health:** AS required by law, the Lake Worth Fire Department may disclose your PHI to public health or legal authorities that are charged with preventing or controlling disease, injury, or disability, PHI may be disclosed for the purpose of, but not limited to:
  - Maintaining vital records, such as births and deaths, and reports of disease or injury;
  - Reporting child abuse or neglect;
  - Notifying a person of a possible exposure;
  - Reporting reactions to drugs or problems with products or devices; or
  - Notifying your employer, under limited circumstances related primarily to workplace injury or illness.
7. **Health Oversight Activities:** The Lake Worth Fire Department may disclose your PHI to a health oversight agency for activities authorized by law such as investigations, inspections, audits, surveys, licensure, and disciplinary actions
8. **Judicial and Administrative Proceedings:** The Lake Worth Fire Department may disclose PHI in the course of any judicial or administrative proceeding in response to a court or administrative order. The Lake Worth Fire Department may also disclose your PHI in response to a subpoena, discovery request, or other lawful process, but only if the Lake Worth Fire Department receives satisfactory assurances from the party seeking the information that you have been given notice of the request or efforts have been made to secure a protective order.
9. **Law Enforcement:** The Lake Worth Fire Department may release your PHI for a law enforcement purpose to a law enforcement official:
  - Regarding a crime victim if the victim agrees or, if the Lake Worth Fire Department was unable to obtain the person's agreement because of incapacity or emergency, if certain conditions are met;
  - Concerning a death, the Lake Worth Fire Department believes resulted from criminal conduct;
  - In response to a warrant, summons, court order, subpoena, or similar legal process;
  - To identify/locate a suspect, material witness, fugitive, or missing person;
  - As required by laws that require the reporting of certain wounds or injuries; or

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- Regarding the commission and nature of a crime, the location of such crime and the identity, description, and location of the perpetrator of such crime.
10. **Coroners, Medical Examiners, Funeral Directors:** The Lake Worth Fire Department may release your PHI to coroners, medical examiners or funeral directors for the purpose of identification, determination of cause of death or to perform their duties as authorized by law.
  11. **Serious Threats to Health and Safety:** The Lake Worth Fire Department may use and disclose your PHI when necessary to prevent a serious threat to your health and safety or the health and safety of another individual or the public.
  12. **Military and Veterans:** The Lake Worth Fire Department may disclose your PHI if you are a member of U.S. or foreign military forces (including veterans) if required by the appropriate authorities.
  13. **National Security:** The Lake Worth Fire Department may disclose your PHI to federal officials for intelligence and national security activities authorized by law. The Lake Worth Fire Department may also disclose your PHI to federal officials in order to protect the President, other officials, or foreign heads of state.
  14. **Workers Compensation:** The Lake Worth Fire Department may disclose your PHI as authorized by or to the extent necessary to comply with laws relating to workers compensation and similar programs.

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## YOUR PHI RIGHTS:

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1. **Confidential Communications:** You have the right to request that the Lake Worth Fire Department communicate with you about your health and related issues in a particular manner or at a certain location. Such a request must be made in writing and must specify the requested method of contact, or the location at which you wish to be contacted.
2. **Requesting Restrictions:** You have the right to request additional restrictions on the use or disclosure of your PHI by sending a written request to the Lake Worth Fire Department. The Lake Worth Fire Department is not required to agree to those restrictions. The Lake Worth Fire Department cannot agree to restrictions on disclosures that are legally required, or which are necessary to administer the Lake Worth Fire Department. In a clear and concise fashion, you must submit a request regarding;
  - The information you wish restricted;

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- Whether you are requesting to limit the Lake Worth Fire Department use, disclosure, or both; and
  - To whom you want the limits to apply.
3. **Inspection and Copies:** You have the right to inspect and obtain a copy of the PHI within 30 days of request regardless of:
- Payment source;
  - Whether the individual has a balance due;
  - Whether entity created information contained with the billing or medical record.
- The Lake Worth Fire Department may charge a fee for the cost of copying, mailing, labor, supplies associated with you request.
4. **Amendment:** You may ask the Lake Worth Fire Department to amend your PHI if you believe it is incorrect or incomplete, and you may request an amendment for the duration that the information is kept by or for the Lake Worth Fire Department. You must make a written request to the Lake Worth Fire Department. You must submit a reason that supports your request for amendment. Your request may be denied if you ask the Lake Worth Fire Department to amend information that is, in the Lake Worth Fire Department's opinion:
- Accurate and complete
  - Not part of PHI kept by or for the Lake Worth Fire Department,
  - Not part of the PHI that you are permitted to inspect or copy; or
  - Not created by the Lake Worth Fire Department, unless the individual or entity that created the information is not available to amend the information.
  - You will be notified if the request cannot be granted.
5. **Accounting of Disclosures:** AS provided by law, all patients have a right to request an accounting of disclosures, a list of certain non-routine disclosures the Lake Worth Fire Department has made of you PHI for non-treatment or operational purposes. Use of your PHI as part of the routine patient care in the City is not required to be documented. For example, the doctor sharing information with the paramedic; or the billing department using information to file your insurance claim. In requests must state a time period, which may not be longer than six (6) years from the date of disclosure and may not include dates before April 14, 2003.
6. **Right to a Paper Copy of this Notice:** You are entitled to receive a paper copy of this Notice of Privacy upon request. To obtain a copy of this Notice, Contact the Lake Worth Fire Department.



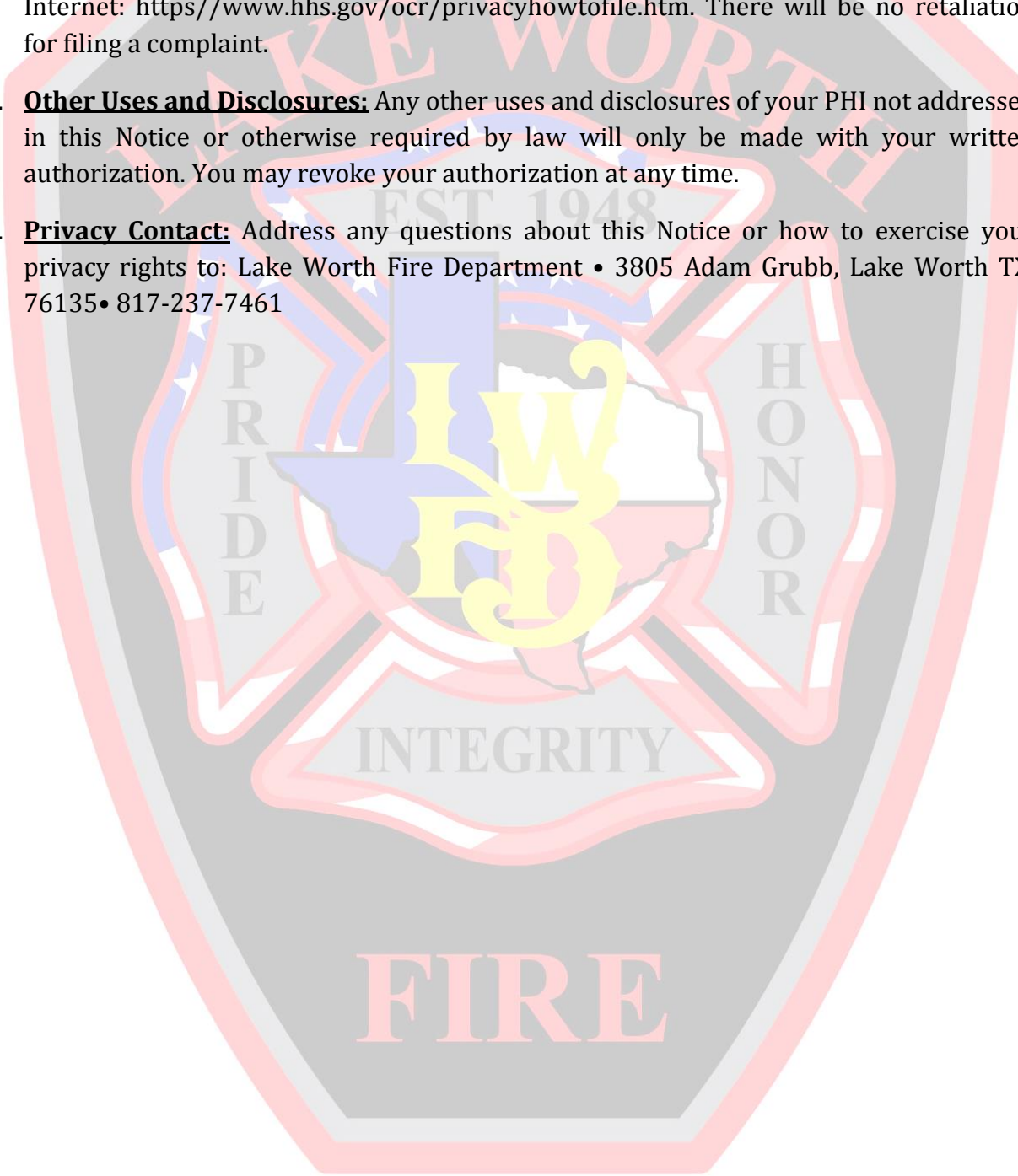


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7. **Right to File a Complaint:** if you believe that your privacy rights have been violated, you may file a complaint with the Lake Worth Fire Department. You may also file a complaint with the U.S. Department of Health & Human Services, Office for Civil Rights, 1301 Young Street- Suite 1169, Dallas, TX 75202, Telephone: 214-767-4056, TDD: 214-767-8940, Internet: <https://www.hhs.gov/ocr/privacyhowtofile.htm>. There will be no retaliation for filing a complaint.
8. **Other Uses and Disclosures:** Any other uses and disclosures of your PHI not addressed in this Notice or otherwise required by law will only be made with your written authorization. You may revoke your authorization at any time.
9. **Privacy Contact:** Address any questions about this Notice or how to exercise your privacy rights to: Lake Worth Fire Department • 3805 Adam Grubb, Lake Worth TX, 76135 • 817-237-7461



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