



Gates County Rescue & EMS



016 US 158 East - Gatesville NC 27938 -- Phone# (252)357-0388 / Fax# (252)357-0141

www.gatesrescue.org

HIPAA Privacy Policy Notice

Our company wishes to inform you of your rights regarding your private health care information. Gates County Rescue & EMS is required by law to maintain the privacy of certain confidential health care information, known as Protected Health Information or PHI and to provide you with a notice of our legal duties and privacy practices with respect to your PHI. Gates County Rescue & EMS is also required to abide by the terms of the version of this notice currently in effect. You have the right to review our privacy policy. This notice describes how medical information about you may be used /disclosed and how you can get access to this information. Please review it carefully.

We will keep and record information about your medical condition. We may use this information or disclose this information to others as follows:

-For Treatment

We may use or disclose your health information in order to treat you. For example, we may advise the health care provider which we are transporting you to of your medical condition, including your vital signs and medications we have administered to you. We may also disclose your condition to family or care-givers who are involved in your medical care.

-For Payment

We may use or disclose your health information in order to receive payment for you're the services we provide you. For example, we may disclose your condition in order for your insurance company to understand why you receive treatment so that they will pay your claim. We may also disclose your information to our billing department/billing company/attorney in order to seek payment for the services we provide to you.

-For Health Care Operations

We may use or disclose your health information for our operations. For example, we may review your information in order to evaluate your treatment and our services in order to insure that our care for you now and in the future is the best that it can be. We may use your health information to contact you in the future. We may also disclose your information as required by law.

Patients Rights: As a patient you have a number of rights with respect to your PHI including:

-The right to access copy or inspect your PHI.

This means you may inspect and copy most of the medical information about you that we maintain. We will normally provide you with access to this information within 30 days of your request. We may also charge you a reasonable fee for you to copy any medical information that you have the right to access. In limited circumstances, we may deny you access to your medical information and you may appeal certain types of denials. We have forms available to request access to your PHI available in our office and posted on our website. We will provide a written response if we deny you access and let you know your appeal rights. You have the right to receive confidential communications of your PHI. If you wish to inspect and copy your medical information, you should contact our privacy officer.

-The right to amend your PHI.

You have the right to ask us to amend written medical information that we may have about you.

We will generally amend your information within 60 days of your request and will notify you when we have amended the information. We are permitted by law to deny your request to amend your medical information only in certain circumstances, like when we believe the information you have asked used to amend is correct. If you wish to request that we amend the medical information that we have about you, you should contact our privacy officer.



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-The right to request an accounting.

You may request an accounting from us of certain disclosures of your medical information that we have made in the six years prior to date of your request. We are not required to give you an accounting of information we have used or disclosed for purposes of treatment, payment or health care operations, or when we share your health information with our business associates, like our billing department or a medical facility from/to which we have transported you. We are also not required to give you an accounting of our uses of protected health information for which you have already given us written authorization. If you wish to request an accounting, contact our privacy officer.

-The right to request that we restrict the uses and disclosures of your PHI.

You have the right to request that we restrict how we use and disclose your medical information that we have about you. Gates County Rescue & EMS is not required to agree to any restrictions you request, but any restrictions agreed to by Gates County Rescue & EMS in writing are binding on the behalf of Gates County Rescue & EMS.

-Internet, Electronic Mail, and the Right to Obtain Copy of Paper Notice on Request.

Gates County Rescue & EMS maintains a web site that prominently posts a copy of this notice. The web address is: www.gatesrescue.org and is located under the Patient Records link. If you allow us, we will forward you this notice by electronic mail instead of on paper and you may also request a paper copy of the notice.

Revisions:

Please note that we retain the right to alter, amend or change this notice at any time. Any such revision may be effective on any information we obtain about you in the future or any information that we already have regarding you. A copy of our most current Notice will be on display in our facility and on our website.

Complaints:

Any complaints regarding the use of your health information should be made to us at the address below and/or with the Department of Health and Human Services. All complaints must be submitted in writing. There is no cost or penalty to you for filing a complaint. You will not be retaliated against in any way for filing a complaint with us or to the government. Should you have any questions, comments, or complaints you may direct all inquires to our privacy officer.

Contact Information

Privacy Officer
Gates County Rescue & EMS
016 Hwy 158 East
Gatesville, NC 27938
Phone# (252)357-0388
Fax# (252)357-0141
Email – admin@gatesrescue.org

Date of this Notice

Effective: September 1, 2008