

City of Cudahy Fire Department

SERVICE ADDRESS:

4626 S. Packard Avenue
Cudahy, WI 53110
Phone: (414) 769-2231

BILLING performed by: City of Cudahy

Contact: Compliance Officer
Phone: 414-769-2231
Fax: 414-769-2266

NOTICE OF PRIVACY PRACTICES

**This notice describes how medical information about you may be used and disclosed and how you can get access to this information.
City of Cudahy Fire Department will only use your personal health information to obtain accurate payment for services rendered.**

1. PROTECTING YOUR PRIVACY

It is your right as a patient to be informed of the privacy practices of Cudahy Fire Department, as well as to be informed of your privacy rights with respect to your personal health information. This notice of privacy practices is intended to provide you with this information. Please note the language herein refers to Cudahy Fire Department includes both Cudahy Fire Department and City of Cudahy. The City of Cudahy is authorized by Cudahy Fire Department to respond to any requests, concerns or questions regarding this policy or the use of your personal health information as it relates to obtaining insurance payment or other health care operations. Please call the compliance officer at one of the compliance phone numbers above.

2. RESPONSIBILITIES

City of Cudahy Fire Department is required to:

- Maintain the privacy of your health information;
- Provide you with a notice of the legal duties and privacy practices regarding protected health information collected and maintained about you.
- Abide by the terms of this notice.

Cudahy Fire Department reserves the right to change the terms of the notice of privacy practices and make the new notice provisions effective for all protected health information that it maintains. Cudahy Fire Department also reserves the right to change the terms of its notice with respect to any applicable uses and disclosures.

Cudahy Fire Department will promptly revise and distribute its privacy practices policy whenever a substantial change is made to any of its privacy practices.

Cudahy Fire Department will not use or disclose your health information without your authorization, except as described in this policy.

3. YOUR HEALTH INFORMATION RIGHTS

You have a right to:

- Request restrictions on certain uses and disclosures of protected health information, even if the restriction affects your treatment or Cudahy Fire Department payment or health operations activities. However, Cudahy Fire Department is not required to agree to your requested restriction.
- Request that the Cudahy Fire Department communicate your health information to you. Cudahy Fire Department will accommodate any reasonable request. You may inspect and obtain a copy of your health record. This request for access to your health care record must be submitted to the Cudahy Fire Department, in writing to the compliance officer, with a consent signed by the patient or the patient's power of attorney or personal representative. You may make one request per year at no charge. The Cudahy Fire Department may charge a reasonable fee for additional copies of your health care record.
- Request an amendment to your health care record if you believe the health information is incorrect or incomplete as documented by Cudahy Fire Department. You must make this request, in writing, to the compliance officer at the Cudahy Fire Department. You must state the reason why your health record should be changed. If the Cudahy Fire Department did not create the record or disagrees with your requested change, your request may be denied.
- Obtain an accounting of disclosures of your health information that Cudahy Fire Department has made in compliance with state and federal law. The accounting can be requested in writing to the compliance officer at the Cudahy Fire Department. They will describe the dates of each disclosure, a brief description of information disclosed and the reason for disclosure. You may request one accounting per year at no charge. The Cudahy Fire Department may charge a reasonable fee for additional copies of your accounting disclosures.
- Obtain a paper copy of the Cudahy Fire Department's Privacy Practices Policy, at no charge, by contacting the compliance officer at the Cudahy Fire Department.

4. USES AND DISCLOSURES FOR TREATMENT, PAYMENT AND HEALTH CARE OPERATIONS

City of Cudahy Fire Department is permitted by federal privacy rule to use or disclose your protected health information for treatment, payment or health care operations.

City of Cudahy Fire Department may use or disclose your health information:

- In the provision, coordination or management of your health care.
- To obtain reimbursement for the provision of health care services provided. The bill may include information that identifies you, your diagnosis and your treatment.
- For evaluation of patient care services, evaluating the performance of the EMT staff, business budgeting projections and activities such as internal audits that relate to compliance with the laws that regulate our operations

5. USES OR DISCLOSURES OF YOUR PROTECTED HEALTH INFORMATION PERMITTED WITHOUT YOUR AUTHORIZATION

Without your written authorization, Cudahy Fire Department may use or disclose your health information as required by law. This includes information pertaining to a worker's compensation claim, to injury for victims of abuse, neglect, or domestic violence, for judicial proceedings, for law enforcement purposes, for statutory reporting to the State of Wisconsin for public health safety, in response to a request by a state or federal agency, for activities related to death, tissue donation, or to avert a serious threat to health or safety.