

Notice of Privacy Practices

After the EMS provider provides ambulance service the Fairbanks North Star Borough (FNSB) bills and collects for the service. This notice describes how the FNSB may use and disclose your medical information and how you can get access to this information. **Please review it carefully.**

FNSB is required by law to: maintain the privacy and security of your protected health information (PHI); promptly notify you if a breach occurs that may have compromised the privacy or security of your information; follow the duties and privacy practices in this notice and provide you a copy of this notice; and not share your information other than described in this notice unless you tell FNSB otherwise in writing.

For more information see: www.hhs.gov/ocr/privacy/hipaa/understanding/consumers/noticepp.html.

This Notice is effective as of June 1, 2019.

FNSB may be reached by contacting

FNSB HIPAA Privacy Officer
907 Terminal Street
PO Box 71267
Fairbanks, AK 99707

Uses and Disclosures

FNSB may use your PHI, in most cases without your permission for treatment, payment, and health care operations. For example:

FNSB can use your health information and share it with other professionals who are treating you.

FNSB can use and share your health information to run, improve your care, and contact you when necessary.

FNSB can use and share your health information to bill and get payment from health insurance plans or other entities.

How else can FNSB use or share your health information?

FNSB is allowed or required to share your information in other ways – usually in ways that contribute to the public good, such as public health and research. FNSB has to meet many conditions in the law before sharing your information for these purposes. For more information see:

www.hhs.gov/ocr/privacy/hipaa/understanding/consumers/index.html.

FNSB may use and share your information to:

- Help with public health and safety issues
- Research
- Comply with the law
- Respond to organ and tissue donation requests
- Work with a medical examiner or funeral director
- Address workers' compensation, law enforcement, and other government requests
- Respond to lawsuits and legal actions

Help with public health and safety issues

FNSB can share health information about you for certain situations such as:

- Preventing disease
- Helping with product recalls
- Reporting adverse reactions to medications
- Reporting suspected abuse, neglect, or domestic violence
- Preventing or reducing a serious threat to anyone's health or safety

Research

FNSB can use or share your information for health research.

Comply with the law

FNSB will share information about you if state or federal laws require it, including with the Department of Health and Human Services if it wants to see that we're complying with federal privacy law.

Respond to organ and tissue donation requests

FNSB can share health information about you with organ procurement organizations.

Work with a medical examiner or funeral director

FNSB can share health information with a coroner, medical examiner, or funeral director when an individual dies.

Address workers' compensation, law enforcement, and other government requests

FNSB can use or share health information about you:

- For workers' compensation claims

- For law enforcement purposes or with a law enforcement official
- With health oversight agencies for activities authorized by law
- For special government functions such as military, national security, and presidential protective services

Respond to lawsuits and legal actions

FNSB can share health information about you in response to a court or administrative order, or in response to a subpoena.

Patient Rights

You have the right to:

- Get a copy of your paper or electronic medical record
- Correct your paper or electronic medical record
- Request confidential communication
- Ask FNSB to limit the information shared
- Get a list of those with whom FNSB has shared your information
- Get a copy of this privacy notice
- Choose someone to act for you
- File a complaint if you believe your privacy rights have been violated

Get an electronic or paper copy of your medical record

- You can ask to see or get an electronic or paper copy of your medical record and other health information FNSB has about you. Ask how to do this.
- You will receive a copy or a summary of your health information, usually within 30 days of your request. FNSB may charge a reasonable, cost-based fee.

Ask FNSB to correct your medical record

- You can ask FNSB to correct health information about you that you think is incorrect or incomplete. Ask FNSB how to do this.
- FNSB may say “no” to your request, but will tell you why in writing within 60 days.

Request confidential communications

- You can ask FNSB to contact you in a specific way (for example, home or office phone) or to send mail to a different address.
- FNSB will say “yes” to all reasonable requests.

Ask FNSB to limit what is used or shared

- You can ask FNSB not to use or share certain health information for treatment, payment, or operations. FNSB is not required to agree to your request, and we may say “no” if it would affect your care.

- If you pay for a service or health care item out-of-pocket in full, you can ask FNSB not to share that information for the purpose of payment or our operations with your health insurer. FNSB will say “yes” unless a law requires sharing that information.

Get a list of those with whom FNSB has shared information

- You can ask for a list (accounting) of the times FNSB has shared your health information for six years prior to the date you ask, who FNSB shared it with, and why.
- FNSB will include all the disclosures except for those about treatment, payment, and health care operations, and certain other disclosures (such as any you asked us to make). FNSB will provide one accounting a year for free but will charge a reasonable, cost-based fee if you ask for another one within 12 months.

Get a copy of this privacy notice

You can ask for a paper copy of this notice at any time, even if you have agreed to receive the notice electronically. FNSB will provide you with a paper copy promptly.

Choose someone to act for you

- If you have given someone medical power of attorney or if someone is your legal guardian, that person can exercise your rights and make choices about your health information.
- FNSB will make sure the person has this authority and can act for you before taking any action.

File a complaint if you feel your rights are violated

- You can complain if you feel FNSB has violated your rights by using the information on page 1.
- You can file a complaint with the U.S. Department of Health and Human Services Office for Civil Rights by sending a letter to 200 Independence Avenue, S.W., Washington, D.C. 20201, calling 1-877-696-6775, or visiting www.hhs.gov/ocr/privacy/hipaa/complaints/.
- FNSB will not retaliate against you for filing a complaint.

Your Choices

You have some choices in the way that EMS Contractor uses and shares information when:

- Telling family and friends about your condition
- Providing disaster relief
- Including you in a hospital directory
- Providing mental health care
- Marketing services and selling your information
- Raising funds

For certain health information, you can tell FNSB your choices about what is share. If you have a clear preference for how we share your information in the situations described below, talk to FNSB. FNSB will follow your instructions.

In these cases, you have both the right and choice to tell FNSB to:

- Share information with your family, close friends, or others involved in your care
- Share information in a disaster relief situation
- Include your information in a hospital directory

If you are not able to tell FNSB your preference, for example if you are unconscious, FNSB may go ahead and share your information upon determining it is in your best interest. FNSB may also share your information when needed to lessen a serious and imminent threat to health or safety.

In these cases we never share your information unless you give us written permission:

- Marketing purposes
- Sale of your information
- Most sharing of psychotherapy notes

In the case of fundraising:

- FNSB may contact you for fundraising efforts, but you can direct FNSB not to contact you again.

Changes to the Terms of this Notice

FNSB can change the terms of this notice, and the changes will apply to all information about you. The new notice will be available upon request, in FNSB's office, and on FNSB's web site.