

IONIA COUNTY HEALTH DEPARTMENT PRIVACY NOTICE
Effective Date: March 1, 2007, Reviewed: May 18, 2022

THIS NOTICE DESCRIBES HOW PERSONAL AND MEDICAL INFORMATION ABOUT YOU MAY BE USED AND DISCLOSED AND HOW YOU CAN GET ACCESS TO THIS INFORMATION. PLEASE REVIEW CAREFULLY.

We reserve the right to revise this notice. A revised notice will be effective for medical information we already have about you as well as any information we may receive in the future. We are required by law to comply with whatever notice is currently in effect. If we change our information use practices, we will give you a new copy of the notice the next time you receive services from us.

Our Privacy Commitment to You. We care about your privacy. The information we collect about you is private. We are required to give you a notice of our privacy practices. Only people who have both the need and the legal right may see your information. Unless you give us permission in writing, we will only disclose your information for purposes of **treatment, payment, health care operations** or when we are **required by law** to do so. The following are examples of how information could be used for each of these purposes:

- **Treatment - Example:** We may notify your doctor about immunizations we have given you.
- **Payment-Example:** We may send a bill to you or your insurance company.
- **Health care operation – Example:** Staff or members of an accreditation team may view information in your health record to assess the care you received and to evaluate the skills of staff.
- **Required by Law – Example:** Subpoenas or other court orders, law enforcement or national security purposes, communicable disease reporting, disaster relief, a review of our activities by government agencies, to avert a serious threat to health and safety or in other kinds of emergencies.

If you give us permission in writing, we may use and disclose your personal information to the specified people/agencies, etc. If you give us permission, you have the right to revoke it. This must be in writing also. We cannot take back any uses or disclosures already made with your permission.

Your Privacy Rights

You have the following rights regarding the health information that we have about you. Your requests must be made in writing to the Ionia County Health Department at the address below.

Your Right to Inspect and Copy. In most cases, you have the right to look at or get copies of your records. You may be charged a fee for the cost of copying your records. For certain types of information, we can deny access. You do not have a right of access to the following:

- Psychotherapy notes.
- Information compiled in reasonable anticipation of or for use in civil, criminal, or administrative actions.
- Information that is subject to the Clinical Laboratory Improvement Amendments of 1988.

Your Right to Amend. You may ask us to change your records if you feel that there is a mistake. We can deny your request for certain reasons, but we must give you a written reason for our denial.

Your Right to a List of Disclosure. You have the right to ask for a list of disclosures made after April 14, 2003. This list will not include the times that information was disclosed for treatment, payment, or health care operations. The list will not include information provided directly to you or your family, law enforcement officials or information that was sent with your authorization.

Your Right to Request Restrictions on Our Use or Disclosure of Information. You have the right to ask for limits on how your information is used or disclosed. We are not required to agree to such requests.

Your Right to Request Confidential Communications. You have the right to ask that we share information with you in a certain way or in a certain place. For example, you may ask us to send information to your work address instead of your home address. You do not have to explain the basis for your request.

How to Use Your Rights Under This Notice

If you want to use your rights under this notice, your request to us must be in writing. The request should be sent to:

Privacy Officer
Ionia County Health Department
175 E. Adams St.
Ionia, MI 48846



If you have questions or concerns and/or would like additional information, you may contact the Privacy Officer at **(616) 527-5341**. If you feel that your privacy rights have been violated, you have the right to complain to both the Ionia County Health Department and the Secretary of Health and Human Services. The complaint must be submitted in writing and must describe the violation of your privacy rights and the date on which you believe it occurred. The complaint must be signed and must have your name, address, and phone number. You will not be penalized for filing a complaint.