

SEGUIN INDEPENDENT SCHOOL DISTRICT

INDIVIDUAL RIGHT OF 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. PLEASE REVIEW IT CAREFULLY.

Our legal duty:

This Notice of Privacy practices fulfills all legal requirements to provide individuals with adequate notification of the uses and disclosures, privacy practices, individual rights, and our legal duties relating to protected health information. We are required to maintain the privacy of protected health information, and reserve the right to change privacy practices and procedures at any time in accordance with law, including the corresponding terms of this notice involving protected health information. We will provide a revised notice when applicable.

Uses and disclosures of protected health information:

As permitted by law this notice provides at least one example of the types of uses and disclosures that we are required or permitted to make, described in sufficient detail to place the individual on notice of these uses and disclosures. We may use and disclose your medical information for the following purposes: treatment, payment and healthcare operations. We may use or disclose medical information to contact you to provide treatment reminders, or health related benefits and services that may be of interest to you. If you're available and have the capacity to object, you will have the opportunity to agree or object to that disclosure. We may infer from the circumstances and the use of professional judgment that you may not want to object to the use and disclosure of medical information. In that case, or in an emergency circumstance or if you're incapacitated, we will use and disclose your medical information. We may use and disclose protected health information without your consent, authorization, or the opportunity to agree or object as required by law or for public health activities. We may use or disclose your protected health information to market a product or service through a face-to-face communication. We may not use or disclose protected health information without your valid authorization. If you revoke your authorization and we have relied upon that authorization, or taken action on that authorization, any protected uses and disclosures based on that authorization would not be affected by your revocation. Your revocation will prevent further uses and disclosures of protected health information.

Individual Rights:

In most cases, you have the right to access specific records, like medical records and billing records we use to make decisions about you. You have the right to request a restriction in relation to uses and disclosures of protected health information to carry out treatment, payment and health care operations. Certain disclosures are not permitted and we are not required to agree to any specific restrictions. If we agree to a restriction, we must follow that agreement, except for emergency treatment and until either party terminates the restriction. You have the right to request and we will accommodate reasonable requests to receive protected health information by an alternative means or at alternative locations. Your request must be in writing and you must state how the disclosure of all or part of the protected health information could endanger you requiring confidentiality. If you receive this Notice on our web site or by electronic mail (e-mail), you are entitled to receive this Notice in written form. Please contact us using the information listed at the end of this Notice to obtain this Notice in written form.

Complaints:

If you are concerned that we have violated your privacy rights, or you disagree with a decision we made about access to your records, you may contact the Office of the Privacy Officer listed below. You also may send a written complaint to the U.S. Department of Health and Human Services. The person listed below can provide you with the appropriate address upon request.

Detailed Notice of Privacy Practices:

For further details about your rights and the federal Privacy Rule, refer to the detailed statement of this Notice. You can ask for a written copy of the detailed Notice by contacting the Office of the Privacy Officer listed below. If you have any questions or complaints, please contact:

Sandra K. Hill, Chief Finance Officer
Office of the Privacy Officer
1221 E. Kingsbury St., Seguin, TX 78155