

Goodwill Industries of Tulsa, Inc. HIPAA Notice of Privacy

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.**

This is your Health Information Privacy Notice from Goodwill Industries of Tulsa, Inc. ("Goodwill"). You have received this notice because of the medical care and treatment we provide you. Goodwill strongly believes in protecting the confidentiality and security of information we collect about you, and this notice describes how we protect, use and disclose your Personal Health Information (PHI) we have and obtain about you.

GENERAL DUTIES OF GOODWILL UNDER HIPAA:

- Maintain the privacy of your PHI;
- Provide you this notice of our legal duties and privacy practices with respect to your PHI; and
- Follow the terms of this notice.

USES AND DISCLOSURES OF PHI:

Goodwill may use and may disclose your personal health information for treatment, such as treatment of physical or mental impairments, and for the billing of such services. Additionally, Goodwill creates, obtains, and discloses PHI for health care operations and may use such information for accreditation purposes.

There are other occasions where uses and disclosures of PHI may be made. These include use and disclosure

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| • when required by law | • about decedents | • for public health activities | • for law enforcement |
| • for judicial & administrative proceedings | • for victims of abuse, neglect, or domestic violence | • for cadaveric organ, eye, or tissue donation purposes | • for specialized government functions |
| • to avert a serious threat to health or safety | • for health oversight activities | • for worker's compensation | • for research and soliciting funds |
| • for appointment reminders | • to notify you of treatment alternatives | | |

Other uses and disclosures of PHI may be made only if Goodwill gets a written authorization from you. This additional authorization may be revoked in writing if you decide not to allow further disclosure.

GOODWILL'S NOTICE POSTING AND DISTRIBUTION:

A notice of Goodwill's HIPAA Notice of Privacy will be provided to each individual prior to receiving services. Written acknowledgement of the receipt of the Notice will be obtained. Goodwill is required by HIPAA and other laws to maintain confidentiality of PHI and to abide by the terms of the Notice of Privacy currently in place. Any revisions to the Notice of Privacy will be reflected in new postings of the Privacy Notice at each site where services covered by the notice are given and by publication on our website www.goodwilltulsa.org.

The current Privacy Notice will also be posted or available at each site where services covered by this notice are given. You may request a copy of our current Notice of Privacy in writing to the Privacy Officer, Programs, or in person at 2800 Southwest Blvd., Tulsa, OK. You may also access a copy of the Privacy Notice on our website www.goodwilltulsa.org.

Your Rights Regarding Personal Health Information We Maintain About You:

The following are your various rights under HIPAA concerning your PHI. Should you have questions about a specific right, please write to our Privacy Officer, Programs, at Goodwill Industries of Tulsa, Inc., 2800 Southwest Blvd., Tulsa, OK 74107.

- **Rights to Request Restrictions:** You have the right to request a restriction or limitation on Personal Health Information we use or disclose about you for treatment, payment or health care operations, or that we disclose to someone who may be involved in your care or payment for your care, like a family member or friend. While we will consider your request, we are not required to agree to it.
- **Right to Amend Your Personal Health Information:** If you believe that your Personal Health Information is incorrect or that an important part of it is missing, you have the right to ask us to amend your Personal Health Information while it is kept by or for us. You must provide your request and your reason for the request in writing. We may deny your request if it is not in writing or does not include a reason that supports the request. In addition, we may deny your request if you ask us to amend Personal Health Information that:
 - (1) is accurate and complete;
 - (2) was not created by us, unless the person or entity that created the Personal Health Information is no longer available to make the amendment;
 - (3) is not part of the Personal Health Information kept by or for us; or
 - (4) is not part of the Personal Health Information which you would be permitted to inspect and copy.
- **Rights to Inspect and Copy Your Personal Health Information:** You may inspect and copy your PHI that is maintained in accordance with HIPAA privacy regulations. These requests must be made in writing to the Privacy Officer, Programs. A fee will be charged to cover the costs of copying.
- **Rights to a List of Disclosures:** You have the right to an accounting of disclosures of PHI. Requests for this accounting must be made in writing to the Privacy Officer, Programs. A fee will be charged to cover the costs of copying.

COMPLAINTS:

Any individual who suspects that Goodwill is in violation of HIPAA regulations has the right to file a written complaint with the Privacy Officer, Programs, Goodwill Industries of Tulsa, Inc., 2800 Southwest Blvd., Tulsa, OK 74107. The Privacy Officer, Programs shall review all complaints and respond appropriately. Alternatively you may contact the US Department of Health and Human Services Region VI, Office for Civil Rights, U.S. Department of Health and Human Services, 1301 Young Street, Suite 1169, Dallas, TX 75202. Voice Phone (214) 767-4056. FAX (214) 767-0432. TDD (214) 767-8940.

Goodwill will not take any retaliatory action against any person for filing a complaint, assisting in an investigation, or otherwise opposing any act under HIPAA regulations.

ADDITIONAL INFORMATION:

- **Reservation of Right to Amend:**

Changes to This Notice: We reserve the right to change the terms of this notice at any time. We reserve the right to make the revised or changed notice effective for Personal Health Information we already have about you as well as any Personal Health Information we receive in the future. The effective date of this notice and any revised or changed notice may be found on the last page. Any revisions to the Notice of Privacy will be reflected in postings of the Privacy Notice at each site where services covered by the notice are given and by publication on our website www.goodwilltulsa.org.

- **Effective Date:**

This Notice is effective April 14, 2003