

# Notice of Privacy Practices

**Trinity EMS** is required by law to protect your health care information and to provide you with a Notice of our Privacy Practices, which outlines our legal duties, and privacy practices regarding your protected health information. If after reviewing this information you have any questions, please contact our privacy officer at: **978-441-9191**

**General Rule:** Protected Health Information (PHI) may not be disclosed without permission.

**Exceptions:** We are permitted to use or disclose Protected Health Information, without your consent as follows:

- To provide information of care received and services provided to the individual patient or legal guardian
- For treatment, including but not limited to verbal and written information pertaining to your medical condition and treatment provided by you or other medical personnel providing treatment to you; information we give medical personnel to whom we transfer your care and treatment; providing the receiving hospital with any and all documentation we create in the course of providing you with treatment and transport.
- For payment, including but not limited to any and all activities we undergo to receive reimbursement for the services that we have provided to you.
- For quality assessment and assurance, including but not limited to use in our training programs, in which students, trainees or other practitioners work under supervision to practice or improve their skills.
- As required by law

**Authorization:** We may obtain consent from you to use or disclose protected health information to carry out treatment, payment or health care operations. We are required to obtain consent from you regarding:

- Psychotherapy notes, unless they are used by the creator of the notes for treatment, by the covered entity for its own training programs in which students, trainees or other practitioners in mental health under supervision to practice or improve their skills and to defend itself in a legal action or other proceeding brought by the individual.
- Marketing, unless the communication is face-to-face or the marketing involves a promotional gift of nominal value provided by the covered entity.

## Patient's Rights

You have a right to access, copy or inspect your records simply by submitting a written request to do so. We will normally provide you with this opportunity within 30 days of receiving your written request.

You have the right to request that corrections and changes be made to your PHI provided that you can provide accurate records detailing the reason for the changes.

You have the right to request an accounting of our disclosure of PHI for any reason other those reasons outlined in this Notice. We are not required to provide you with an accounting of disclosure of information for the purposes of Treatment, Payment, or Healthcare Operations.

You have the right to request that we restrict the use and disclosure of your Protected Health Information; however, we may use the information that is needed to provide you with emergency care. We are not required to agree to your request for restrictions, but any restrictions agreed to by us will be binding.

You have the right to file a complaint with us or with the Secretary of the United States Department of Health and Human Services if you believe that your privacy rights have been violated. No action of retaliation can be taken against you for filing a complaint. To file a complaint with us, contact our privacy officer at **978-441-9191**

**Effective date of this notice: April 14, 2003**