

WHCEMS IS REQUIRED BY LAW TO MAKE DISCLOSURES:

SECRETARY OF U.S. DEPARTMENT OF HEALTH & HUMAN SERVICES

when investigating or determining our compliance with the HIPAA regulations

TO YOU when you request access, WHCEMS is required to release a "designated record set" generally containing medical and billing records as well as other records that are used to make decisions about providing your healthcare.

YOUR RIGHTS:

REQUEST A RESTRICTION you have the right to request additional restrictions on our use of disclosure of your PHI by sending a written request to the Privacy Officer. WHCEMS is not required to agree to those restrictions, on uses legally required, is needed to provide emergency treatment to you, or which are necessary to administer our business

REQUEST COMMUNICATION OF PHI BY ALTERNATIVE MEANS OR AT ALTERNATIVE LOCATION you may request that we contact you at a different location. You must submit a written request to the Privacy Officer telling us how or where to contact you. We will accommodate all reasonable requests.

INSPECT AND COPY you have the right to access and copy PHI contained in the "designated record set", but not to the psychotherapy notes or certain other information. WHCEMS may deny your request in certain limited circumstances. You may request a review of the denial. A licensed healthcare professional chosen by WHCEMS will review the request and the denial to access.

REQUEST AMENDMENT if you feel the PHI is incomplete or incorrect, you may request an amendment. You must send a written request to the Privacy Officer and include a reason that supports your request. WHCEMS may deny the request for amendment. You have the right to file a statement of disagreement for the denial. Your statement will be linked with the disputed information and all future disclosures of the disputed information will include your statement.

RECEIVE AN ACCOUNTING you have the right to receive an accounting of the disclosures for most purposes other than treatment, payment, or healthcare operations. An accounting will include the date of disclosure, to whom we made the disclosure, and the purpose of the disclosure. You must submit a written request to the Privacy Officer. Your request must specify the time period. The time period may not be longer than six [6] years, and may NOT include dates before April 14, 2003.

REQUEST PAPER COPY OF THIS

NOTICE you have the right to a paper copy of this Notice, even if you have agreed to accept this Notice electronically

COMPLAINTS

You have the right to complain to WHCEMS directly or to the Secretary of the United States Department of Health and Human Services if you believe your privacy rights have been violated. You will not be retaliated against in any way for filing a complaint with us or with the government.

WHCEMS reserves the right to change the terms of this Notice at any time, and the changes will be effective immediately and will apply to all PHI that we maintain. Any changes will be posted to our web site, if we have one. A copy of the latest version of this Notice is available by contacting our Privacy Officer.

Questions, comment, complaints, should be submitted in writing to:

WHCEMS Privacy Officer
P.O. Box 6008
Katy, Texas 77491
ph: 281-675-3633



Volunteers Serving Our Community



West Harris County EMS, Inc., is required to provide this Notice to you by the Health Insurance Portability and Accountability Act, ["HIPAA"], effective date April 14, 2003.

As an essential part of our commitment to you, West Harris County EMS, Inc., hereby known as WHCEMS, maintains the privacy of certain confidential healthcare information known as Protected Health Information, or PHI. We are required by law to protect your health care information and to provide you with Notice of our legal responsibilities and privacy practices with respect to your PHI. The information may identify you and relates to your past, present, or future physical or mental health or condition and related health care services.

This Notice describes how WHCEMS may use and disclose PHI to carry out treatment, payment, or healthcare operations and for other specified purposes that are permitted or required by law. This Notice also describes your rights with Respect to your PHI

For additional information or to report a problem, you may contact our Privacy Officer, at phone: 281-675-3633.