

HEALTH AND WELLNESS SERVICES **TOMPKINS CORTLAND**

Notice of Privacy Practices

Uses and Disclosures of Health Information

Health information about you is used for evaluation, treatment, to help you obtain payments from your health insurance, for internal administrative purposes of Health and Wellness Services evaluate the quality of care that you receive. In general, a written authorization to release information is required from you to share health information with any third party not involved in your direct medical care. If you choose to sign an authorization to disclose information about you, you can later revoke that authorization to stop any future uses and disclosures.

Identifiable health information about you may be disclosed without your authorization in certain circumstances. We are required by law to disclose certain health information for public health purposes and when directed to do so by a court-ordered subpoena. We may also disclose necessary information when a provider judges that a student is in immediate danger to self or others. Medical providers are required to report suspected abuse, neglect, or maltreatment of children or the elderly.

Individual Rights

According to New York State Medical Records law, you have the right to review or receive a copy of your health information. You also have the right to receive a list of instances where we have disclosed health information about you for reasons other than treatment, payment or related administrative purposes. If you believe that information in your record is incorrect or if important information is missing, you have the right to request a correction of the existing information or add the missing information.

Complaints

If you are concerned that your privacy rights have been violated, or you disagree with a decision made about access to your records, you may contact the Director of Health and Wellness. You may also send a written complaint to the U.S. Department of Health and Human Services.

Our Legal Duty

We are required by law to protect the privacy of your health information, provide this notice about our information practices, and follow the information practices that are described in this notice.

If you have questions or complaints, please contact the Director of Health and Wellness.