

Johnson County Department of Health & Environment (JCDHE) is required by law to maintain the privacy of protected health information, to provide individuals with notice of its legal duties and privacy practices with respect to protected health information, and to notify affected individuals following a breach of unsecured protected health information.

JCDHE provides health care to patients in partnership with physicians and other professionals and organizations. The information in this Notice of Privacy Practices will be followed by all the following entities, sites, and locations of JCDHE:

- All individuals employed by JCDHE
- All JCDHE inpatient and outpatient departments
- Volunteers working at any JCDHE facility
- Medical, nursing, and other students present at any JCDHE facility
- Any health care professional who treats you at any JCDHE facility

HOW JCDHE MAY USE AND DISCLOSE HEALTH INFORMATION ABOUT YOU

JCDHE may use and disclose your health information for the following purposes without your express consent or authorization.

Treatment: We may use your health information to provide you with medical treatment. We may disclose information to doctors, nurses, technicians, medical students, or other personnel involved in your care. We also may disclose information to persons outside JCDHE involved in your treatment, such as other health care providers, family members, and friends.

We may use and disclose your health information to remind you of upcoming appointments.

Unless you direct us otherwise, we may leave messages on your telephone answering machine identifying JCDHE and asking for you to return our call. We will not disclose any health information to any person other than you except to leave a message for you to return the call.

Payment: We may use and disclose your health information as necessary to collect payment for services we provide to you. We also may provide information to other health care providers to assist them in obtaining payment for services they provide to you.

Health Care Operations: We may use and disclose your health information for our internal operations. These uses and disclosures are necessary for our day-to-day operations

and to make sure patients receive quality care. We may disclose health information about you to another health care provider or health plan with which you also have had a relationship for purposes of that provider's or plan's internal operations.

Business Associates: JCDHE provides some services through contracts or arrangements with business associates. We require our business associates to appropriately safeguard your information.

Creation of de-identified health information: We may use your health information to create de-identified health information. This means that all data items that would help identify you are removed or modified.

Uses and disclosures required by law: We will use and/or disclose your information when required by law to do so.

Disclosures for public health activities: We may disclose your health information to a government agency authorized (a) to collect data for the purpose of preventing or controlling disease, injury, or disability; or (b) to receive reports of child abuse or neglect. We also may disclose such information to a person who may have been exposed to a communicable disease if permitted by law.

Disclosures about victims of abuse, neglect, or domestic violence: JCDHE may disclose your health information to a government authority if we reasonably believe you are a victim of abuse, neglect, or domestic violence.

Disclosures for judicial and administrative proceeding: Your protected health information may be disclosed in response to a court order or in response to a subpoena, discovery request, or other lawful process if certain legal requirements are satisfied.

Disclosures for law enforcement purposes: We may disclose your health information to a law enforcement official as required by law or in compliance with a court order, court-ordered warrant, a subpoena, or summons issued by a judicial officer; a grand jury subpoena; or an administrative request related to a legitimate law enforcement inquiry.

Disclosures regarding victims of a crime: In response to a law enforcement official's request, we may disclose information about you with your approval. We may also disclose information in an emergency situation or if you are incapacitated if it appears you were the victim of a crime.

Disclosures to avert a serious threat to health or safety: We may disclose information to prevent or lessen a serious threat to the health and safety of a person or the public or as necessary for law enforcement authorities to identify or apprehend an individual.

Disclosures for specialized government functions: We may disclose your protected health information as required to

comply with governmental requirements for national security reasons or for protection of certain government personnel or foreign dignitaries.

OTHER USES AND DISCLOSURES

We will obtain your express written authorization before using or disclosing your information for any other purpose not described in this notice. You may revoke such authorization, in writing, at any time to the extent JCDHE has not relied on it.

YOUR RIGHTS REGARDING YOUR HEALTH INFORMATION

Right to Inspect and Copy: You have the right to inspect and copy health information maintained by JCDHE. To do so, you must complete a specific form providing information needed to process your request. If you request copies, we may charge a reasonable fee. We may deny you access in certain limited circumstances. If we deny access, you may request review of that decision by a third party, and we will comply with the outcome of the review.

Right to Request Amendment: If you believe your records contain inaccurate or incomplete information, you may ask us to amend the information. To request an amendment, you must complete a specific form providing information we need to process your request, including the reason that supports your request.

Right to an Accounting of Disclosures and Access Report: You have the right to request a list of disclosures of your health information we have made, with certain exceptions defined by law. To request an accounting or an access report, you must complete a specific written form providing information we need to process your request.

Right to Request Restrictions: You have the right to request a restriction on our uses and disclosures of your health information for treatment, payment, or health care operations. You must complete a specific written form providing information we need to process your request. JCDHE's Privacy Officer is the only person who has the authority to approve such a request.

JCDHE is not required to honor your request for restrictions, except if (a) the disclosure is for purposes of carrying out payment or health care operations and is not otherwise required by law, and (2) the protected health information pertains solely to a health care item or services for which you or any person (other than a health plan on your behalf) has paid JCDHE in full.

Right to Request Alternative Methods of Communication: You have the right to request that we communicate with you in a

certain way or at a certain location. You must complete a specific form providing information needed to process your request. JCDHE's Privacy Officer is the only person who has the authority to act on such a request. We will not ask you the reason for your request, and we will accommodate all reasonable requests.

YOUR RIGHTS REGARDING ELECTRONIC HEALTH INFORMATION TECHNOLOGY

JCDHE participates in electronic health information technology or HIT. This technology allows a provider or a health plan to make a single request through a health information organization or HIO to obtain electronic records for a specific patient from other HIT participants for purposes of treatment, payment, or health care operations. HIOs are required to use appropriate safeguards to prevent unauthorized uses and disclosures.

You have two options with respect to HIT. First, you may permit authorized individuals to access your electronic health information through an HIO. If you choose this option, you do not have to do anything.

Second, you may restrict access to **all** of your information through an HIO (except as required by law). If you wish to restrict access, you must submit the required information either online at <http://www.KanHIT.org> or by completing and mailing a form. This form is available at <http://www.KanHIT.org>. You cannot restrict access to certain information only; your choice is to permit or restrict access to all of your information.

If you have questions regarding HIT or HIOs, please visit <http://www.KanHIT.org> for additional information.

If you receive health care services in a state other than Kansas, different rules may apply regarding restrictions on access to your electronic health information. Please communicate directly with your out-of-state health care provider regarding those rules.

ADDITION TO NOTICE OF PRIVACY PRACTICES

Through MyResource Connection (MyRC) we may share information about you between various Johnson County agencies/departments to provide caseworkers and others information including health information, so that they can improve delivery of services to you by the sharing of information. These agencies/departments will only use and disclose this information in accordance with federal and state confidentiality laws and this notice of privacy practices.

COMPLAINTS

If you believe your rights with respect to health information have been violated, you may file a complaint

with JCDHE or with the Secretary of the Department of Health and Human Services. To file a complaint with JCDHE, please contact Privacy Officer, Johnson County Department of Health & Environment, 11875 S. Sunset Drive, Suite 300, Olathe, KS 66061. All complaints must be submitted in writing. **You will not be penalized for filing a complaint.**

JCDHE reserves the right to change the terms of this Notice and to make the revised Notice effective with respect to all protected health information regardless of when the information was created.

For information on how to submit your written requests, or if you have any questions about this notice of JCDHE's privacy practices, you may call the Privacy Officer at 913-477-8363.



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jocogov.org

NOTICE OF PRIVACY PRACTICES

**THIS NOTICE DESCRIBES
HOW MEDICAL
INFORMATION ABOUT YOU
MAY BE USED AND
DISCLOSED AND HOW YOU
CAN OBTAIN ACCESS TO THIS
INFORMATION.**

PLEASE REVIEW IT CAREFULLY.

You have the right to a paper copy of this Notice; you may request a copy at any time.

Effective April 1, 2003

Revised May 6, 2019

