

Tanana Valley Clinic Notice of Privacy Practices

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.

Uses and Disclosures

1. Tanana Valley Clinic (TVC) will be permitted to use and disclose your protected health information (any individually identifiable information about you, your treatment, or payment for health care) for each of the following purposes, without further notification or authorization from you: treatment, payment, and health care operations. For example, our providers and other clinical staff will collect and review your information as part of your visit today and on subsequent visits. In addition, if you have health insurance, we will send information about today's visit to your insurance company, so that they may pay your bill for today's visit. And your health information will be sent to various TVC departments such as transcription, medical records and other offices, in the normal course of daily work duties throughout the clinic.
2. There are other purposes for which TVC is permitted or required to use or disclose confidential information without your written authorization. Examples include:
 - (a) TVC may be required to use and disclose protected information for public health activities such as tracking outbreaks of flu or other contagious diseases;
 - (b) TVC may be required to report to the proper authorities in cases of abuse, neglect, or domestic violence;
 - (c) TVC may be required to make disclosures of your protected health information for health oversight activities such as medical licensing board reviews and quality assurance activities;
 - (d) TVC may be required to make disclosures of protected health information for judicial and administrative proceedings such as civil lawsuits and licensure hearings;
 - (e) TVC may be required to make disclosures for law enforcement purposes, to the Fairbanks Police Department, Alaska State Troopers, FBI, etc;
 - (f) TVC may be required to use and disclose protected information about former patients who have died, to insurance companies, health departments etc;
 - (g) At the request of patients or their families TVC may make use and disclosures of protected health information for cadaveric organ, eye, or tissue donation purposes;
 - (h) TVC may make disclosures to avert a serious threat to health or safety of you or other patients; and
 - (i) TVC may make uses and disclosures of protected health information for specialized government functions such as the birth defects registry.
3. All other uses and disclosures of protected health information will be made by TVC only with your written authorization, and you may revoke such authorization, in whole or in part, at any time hereafter.

Individual Rights

TVC recognizes that you have rights with respect to protected health information, including the following rights:

1. The right to request restrictions on certain uses & disclosures, though TVC is not required to agree to a requested restriction.
2. The right to receive confidential communications.
3. The right to inspect and copy protected health information.
4. The right to amend protected health information.
5. The right to receive an accounting of disclosures of protected health information.
6. The right of an individual, including an individual who has agreed to receive the Notice electronically, to obtain a paper copy of the Notice from the practice upon request.

To exercise any of these rights, please speak to your TVC health care provider, a TVC staff member, or our Privacy Officer, Mr. Brian Slocum. Mr. Slocum can be reached by calling (907) 459 – 3500, or by writing to him at: 1001 Noble Street, Fairbanks AK 99709.

TVC's Duties

1. TVC is required by law to maintain the privacy of TVC confidential information and provide you with notice of its legal duties, and privacy practices with respect to such information;
2. TVC is required to abide by the terms of the Notice currently in effect; and,
3. TVC reserves the right to change the terms of its Notice and to make the new Notice provisions effective for all confidential information that it maintains. If the Notice is revised, a new Notice will be posted in a prominent location within TVC, and copies will be made available to you upon your request.

Complaints

If you believe your privacy rights have been violated you may complain to TVC and to the Secretary of the U.S. Department of Health and Human Services. To file a complaint with TVC, please call Mr. Brian Slocum, TVC Administrator, at (907) 459 – 3500, or write to him at 1001 Noble Street, Fairbanks, AK 99701. You will not have to fear retaliation if you file a complaint.

TVC Contact Person for Further Information

For further information, contact Mr. Brian Slocum, TVC Administrator, at (907) 459 – 3500, or write to him at 1001 Noble Street, Fairbanks, AK 99701.

Effective Date

This Notice is effective as of April 14, 2003.