Right to Receive Confidential Communications – You have the right to request that we communicate with you about your medical information in confidence by alternative means or to alternative locations that you specify. If you want to request confidential communications the request must be made in writing to Our Designee. We must agree to your request if it is reasonable.

Right to Inspect and Copy Your Health Information – You have the right to request to inspect and obtain a paper or electronic copy of your health information. You must submit your request in writing to Our Designee. If you request a copy of the information or that we provide you with a summary of the information, we may charge a fee for copy and postage costs, and for the cost of summarizing the information.

We deny your request under certain limited circumstances. If your request is denied, we will let you know in writing and you may be able to request a review of our denial.

Right to Request Amendments to Your Health Information – You have the right to request that we amend your health information. You must submit your request for an amendment in writing to Our Designee. We do not have to agree to your request. If we deny your request we will tell you why. You have the right to submit a statement disagreeing with our decision. We may deny your request if we determine that the information:

- Was not created by us
- Is not part of the health information that we maintain
- Is in a portion of records that you are not allowed to inspect and copy
- Is already accurate or complete

Right To Obtain a Copy of the Notice – You have the right to request and get a paper copy of this notice and any revisions we make to the notice at any time.

Complaints You have the right to complain to us and to the Secretary of U.S. Department of Health and Human Services at 200 Independence Ave., S.W., Washington, D.C. 20201 or 1-877-696-6775 or www.hhs.gov/ocr/privacy/hipaa/complaints/ if you believe we have violated your privacy rights. There is no risk in filing a complaint.

To file a complaint with us or if you have questions or want more information about this Notice of Privacy Practices, contact by phone or by mail:

Our Designee:
HiPAA Privacy Officer
4025 North Sheridan Road
Chicago, IL 60613
773-388-8361 office
773-388-0456 fax

The effective date of this privacy notice is: September 23, 2013

We are not required to include disclosures for treatment, payment or healthcare operations or certain other exceptions. Requests for an accounting of disclosures must be submitted in writing to Our Designee. You are entitled to one free accounting in any twelve (12) month period. We may charge you for the cost of providing additional accountings. If there will be a charge we will notify you in advance.

Your Rights

Right to Request Restrictions – You have the right to ask us to restrict our use or disclosure of your health information for a particular reason related to treatment, payment, or our operations. You may also request that we restrict our disclosure of your health information to family members or other individuals involved in your health care or payment for health care. That request must be made in writing to Our Designee. We do not have to agree to your request. If we agree to your request, we must keep the agreement, except in the case of a medical emergency. Either you or Howard Brown Health Center can terminate a restriction.

We are required by law to maintain the privacy of your health information. It also tells you how to complain to us, or the government if you believe that we have violated any of your rights or any of our responsibilities.

We are required by law to maintain the privacy of your health information. We must provide you with a copy of this notice. We must follow the terms of this notice that are currently in effect.

We will tell you if we change this notice. A copy of the revised notice will be available upon request or posted at our location or on our website. We may change our privacy practices at any time and those changes may apply to health information we already have about you as well as any new information.

This notice will be given to you on the date that you first receive medical treatment or products from Howard Brown Health Center. In an emergency, we will give you the notice as soon as possible after the emergency treatment has been given.

We will let you know promptly if a breach occurs that may have compromised the privacy or security of your information.
How We Use or Disclose Your Health Information

For Treatment
We will use health information about you to provide you with treatment and services. We may share this information with members of our healthcare staff or with others involved in your care on a need to know basis, such as doctors, nurses, therapists, case managers, Howard Brown health support staff (i.e. disease intervention specialists, health educators, patient navigators) or health care facilities. For example, a nurse who is providing your care will report any changes in your condition to your doctor.

For Payment
We may use or disclose your health information to bill and collect payment for the services we provide to you. For example, we may need to give your health insurance plan information about your diagnosis, treatment, and supplies used. We may also contact your insurance plan to confirm your coverage or to request prior approval for a planned treatment or service. We may disclose your medical information to a health care provider or another health plan for that provider or plan to obtain payment or engage in other payment activities. We may need your written permission to disclose certain HIV information for payment purposes.

If you pay for a service or health care item out-of-pocket in full, you can ask us not to share that information for the purpose of payment or our operations with your health insurer. We will agree unless the law requires us to share that information.

For Health Care Operations
We may use or disclose your health information for health care operations. For example, we may use your health information to evaluate our services, including the performance of our staff in caring for you. We may also use this information to learn how to continually improve the quality and effectiveness of the health care services that we provide to you.