

Summary Notice of Privacy Practices

You have privacy rights under a federal law (HIPAA) that protects your health information. Federal law sets rules and limits on who can look at and receive your health information. Below is a summary of your rights. You also have the right to review **Family Service League's (FSL) Notice of Privacy Practices (NPP) in full** and can obtain a copy by either asking any FSL staff member or visiting our website at www.fsl-li.org, and scrolling down to "FSL's Commitment to Compliance and Privacy". **Disponible en Español**

Who must follow this law?

- Professionals such as doctors, nurses, nurse practitioners (NPs), case managers (CM), pharmacies, social workers, hospitals, clinics, any other health care providers and their vendors, and reception staff.

What information is protected?

- Information our professional staff put in your health record.
- Conversations among professional staff regarding your care or treatment.

You have rights over your health information.

Providers and health insurers who are required to follow this law must comply with your rights to:

- Ask to see and get a copy of your health records.
- Have corrections added to your health information.
- Receive a notice (NPP) that tells you how your health information may be used and shared.
- Decide if you want to give your permission before your health information can be used or shared for *certain* purposes.
- Get a report on when and why your health information was shared for certain purposes.
- File a complaint.

Your health information is protected but it may be used and shared:

- To treat you, bill for services and/or run our organization.
- With your family, relatives, friends, or others you identify who are involved with your health care or your health care bills, **unless you object**.
- To make sure health care providers are delivering good care and following the applicable laws and accreditation.
- To protect the public's health, such as by reporting when the flu is in your area.
- To prevent or lessen a serious and imminent threat to the health and safety of a person or public.
- Share information about you and services you are receiving among FSL facilities and programs to coordinate care and address your needs.

Without your written authorization, your provider cannot:

- Sell your PHI for marketing purposes
- Use your PHI for other uses or disclosures not described in this notice.
- Share private notes about your treatment or services.

You have the right to revoke (opt-out) of any authorization you sign.

Concerns?

If you believe your health information was used or shared in a way not allowed under the privacy law, or if you were not able to exercise your rights, you can file a complaint with your provider, health insurer, or with the U.S. government. For more information, go online to <https://ocrportal.hhs.gov/ocr/smartscreen/main.jsf>

We will not retaliate against you for filing a complaint.

We will let you know promptly if a breach occurs that may have compromised the privacy and/or security of your PHI

Please note, state or local laws may apply. For example, a separate law provides additional privacy protections to patients of alcohol and drug treatment programs. For more information, go online to www.samhsa.gov.