



Beverly Hills Fire Department
445 North Rexford Drive, Beverly Hills, CA 90210, 1-310-281-2700, <http://www.beverlyhills.org>

HIPAA Notice of Privacy Information

Your Information. Your Rights. Beverly Hills Fire Department's Responsibility.

This notice describes how medical information about you may be used and discussed and how you can get access to this information. **Please review it carefully**

Your Rights

When it comes to your health information, you have certain rights.

Get an electronic or paper copy of your medical record	<ul style="list-style-type: none"> You can ask to see or get an electronic copy of your medical record and other health information we have about you. Ask us how to do this. We will provide a copy or summary of your health information, usually within 30 days of your request. We may charge a reasonable, cost based fee.
Ask us to correct your medical record	<ul style="list-style-type: none"> You can ask us to correct health information about you that you think is incorrect or incomplete. Ask us how to do this. We may say 'no' to your request, but we will tell you why in writing in 60 days.
Ask us to limit what we share	<ul style="list-style-type: none"> You can ask us not to use or share certain health information for treatment, payment, or our operations. <ul style="list-style-type: none"> We are not required to agree to your request, and we may say 'no' if it would affect your care or BHFD's internal operations. 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 say 'yes' unless a law requires us to share that information
Get a copy of this privacy notice	<ul style="list-style-type: none"> You can ask for a paper copy of this notice at any time, even if you have agreed to receive the notice electronically. We will provide you with a paper copy promptly.
Choose someone to act for you	<ul style="list-style-type: none"> If you have given someone medical power of attorney or if someone is your legal guardian, that person can exercise your rights and make choices about your health information. We will make sure the person has this authority and can act for you before we take any action
File a complaint if you feel your rights are violated	<ul style="list-style-type: none"> You can complain if you feel BHFD has violated your rights by contacting the EMS Administrator at <ul style="list-style-type: none"> Beverly Hills Fire Department, Attn. EMS Administrator, 445 North Rexford Drive, Beverly Hills, CA, 90210. Or calling 1-310- 281-2700. You can file a complaint with the U.S. Department of Health and Human Services Office of Civil Rights by sending a letter to 200 Independence Avenue, S.W., Washington D.C. 20201, calling 1-877-696-6775, or visiting www.hhs.gov/ocr/privacy/hipaa/complaints/. The BHFD will not retaliate against you for filing a complaint.

Your Choices

For certain health information, you can tell us your choices about what we share. If you have a clear preference for how we share your information in the situation described, talk to us. Tell us what you want us to do and we will do our best to accommodate your request.

In these cases, you have both the right and choice to tell us to:	<ul style="list-style-type: none"> Share your information with your family, close friends, or others involved in your care Share information in a disaster relief situation
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If you are unable to tell us your preference, for example, if you are unconscious, we may go ahead and share your information if we believe it is in your best interest. We may also share your information when needed to lessen a serious or imminent threat to your health or safety.

In these cases, we never share your information unless you give us written permission

- Marketing purposes
- Sale of your information

Our Uses and Disclosures

How do we typically use or share your health information? We typically use or share your health information in the following ways.

Treat you

- We can use your health information and share it with other health professionals who are treating you

Improve the BHFD

- We can use and share your health information to improve your care and those of others

Bill for services

- We can use and share your health information to bill and get payment and health plans or other entities

How else can we share your health information? We are allowed or required to share your information in other ways – usually in ways that contribute to the public good, such as public health and research.

Help with public health and safety issues

- We can share health information about you for certain situations such as:
 - Preventing disease
 - Helping with product recalls
 - Reporting adverse reactions to medications / treatment
 - Reporting suspected abuse, neglect, domestic violence, or other criminal activities
 - Preventing or reducing a serious threat to anyone’s health or safety

Do research

- We can use your information for health research

Comply with the law

- We will share information about you if State or Federal law requires it, including with the Department of Health and Human Services if it wants to see that we’re complying with federal privacy law

Respond to organ and tissue donation requests

- We can share health information with a coroner, medical examiner or funeral director when an individual dies

Address workers’ compensation, law enforcement, and other government requests

- We can use or share health information about you:
 - For workers’ compensation claims
 - For law enforcement purposes or with a law enforcement official
 - With health oversight agencies for activities authorized by law
 - For special government functions such as military, national security and presidential protective services

Respond to lawsuits and legal actions

- We can share health information about you in response to a court or administrative order, or in response to a subpoena

Our Responsibilities

- We will required by law to maintain the privacy and security of your protected health information
- We will let you know promptly if a breach occurs that may have compromised the privacy or security of your information
- We must follow the duties and privacy practices described in this notice and give you a copy of it
- We will not use or share your information other than as described here unless you tell us we can give in writing. If you tell us we can, you may change your mind at any time. Let us know in writing if you change your mind.

Changes to the Terms of This Notice

- We can change the terms of this notice, and the changes will apply to all information we have about you. The new notice will be available upon request and at any of the three Beverly Hills Fire Stations.