

**WHEELING FIRE DEPARTMENT
NOTICE OF MEDICAL 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.**

A. Purpose of This Notice

This notice informs you about how we use and disclose your medical information. It outlines your rights and our responsibilities to protect the privacy of your medical information. It also informs you on how to complain to the Wheeling Fire Department, or the United States 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 medical information. We must make available to you a copy of this notice, if requested. We must follow the terms of this notice that are currently in effect. We will disclose if we change this notice. A copy of the revised notice will be available upon request or posted at our fire stations or on the Village of Wheeling website. We may change our practices and those changes may apply to medical information we already have about you as well as any new information.

B. How We Use or Disclose Your Medical Information

For Treatment

We will use medical 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 such as doctors, nurses, or Healthcare facilities. For example, a nurse who is providing your care will report any changes in your condition to your doctor. We may also disclose your health information to a member of your family or other person who is involved in your care.

For Payment

We may use or disclose your medical information to bill and collect payment for the services we provided 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 and to request payment for treatment and/or services rendered by the Wheeling Fire Department.

Healthcare Operations

We may use or disclose your medical information for operational purposes. For example, we may use your medical 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 healthcare services that we provide to the community.

C. Common Disclosures for Treatment, Payment or Healthcare Operations

Your name and address may be used to send out patient satisfaction surveys. We may contact you either by telephone or by mail at your home or office regarding matters related to the healthcare services we provide or payment for your healthcare services. We may leave messages for you on answering machines, voice mail system, and/or with individuals who may answer the telephone based upon the telephone number you provide us. If you want the Wheeling Fire Department to contact you in a certain way or at a certain location, see "Right to Receive Confidential Communications" in this notice. There are some services that are provided for the Wheeling Fire Department by business associates such as but not limited to; accountants, consultants, insurance claim processing agents, and attorneys. Whenever we share information with these business associates, we will have a written contract with them that requires that they protect the privacy of your medical information.

D. Other Uses and Disclosures of Your Medical Information

Individuals Involved in your Care - We may disclose medical information about you to a family member, other relative, close friend, or any other person identified by you, if they are involved in your care or payments related to your care. We may also use or disclose medical information about you to notify those persons of your location, general condition or death. If there is a family member, other relative or close friend to whom you do not want the Wheeling Fire Department to disclose your medical information to, please notify the Wheeling Fire Department, in writing.

E. Use or Disclosures That are required or Permitted by Law

Disaster Relief - We may use or disclose medical information about you to assist in disaster relief efforts. This will be done to notify family members or others of your location, general condition or death in the event of a natural or man-made disaster.

Required by Law - We may use or disclose medical information about you when we are required to do so by law.

Communicable Diseases - We may disclose your medical information to a person who may have been exposed to an infectious disease or who is at risk of spreading the disease or condition.

Public Health Activities - We may disclose medical information about you for public health activities to prevent or control disease.

Victims of Abuse, Neglect or Domestic Violence - We may disclose medical information about you to a government agency if we believe you are the victim of abuse, neglect or domestic violence.

Health Oversight Activities - We may disclose medical information about you to a health oversight agency.

Food and Drug Administration - We may disclose medical information about you to monitor drugs or devices controlled by the Food and Drug Administration.

Legal Activities - We may disclose medical information about you in response to a court proceeding. We may also disclose medical information about you in response to a subpoena or other legal process.

Disclosures for Law Enforcement Purposes - We may disclose information about you to law enforcement officials for law enforcement purposes:

- As required by law.
- In response to a court order or other legal proceeding.
- To identify or locate a suspect, fugitive, material witness or missing person.
- When information is requested about an actual or suspected victim of a crime.
- To report a death as a result of possible criminal conduct.
- About crimes that occur on our premises.
- To report a crime in emergency circumstances.

Funeral Directors, Coroners and Medical Examiners - We may disclose medical information about you as necessary to allow these individuals to carry out their responsibilities.

Organ Donation - We may disclose medical information about you to organ procurement organizations if you are an organ donor.

Workers' Compensation - We may disclose medical information about you to comply with workers' compensation laws that provide benefits for work-related injuries or illnesses.

Public Health or Safety - We may use or disclose medical information about you if we believe it is necessary to prevent a threat to the health or safety of a person or the general public.

Military - If you are a member of the Armed Forces, we may use and disclose medical information about you to your military command.

National Security and Intelligence - We may disclose medical information about you to authorized federal officials for national security and intelligence activities.

Security Clearance - We may use medical information about you for required security clearance.

Inmates - We may disclose medical information about you to a correctional institution or law enforcement official that has custody of you.

Research - We may disclose your medical information to researchers under certain limited circumstances.

Uses or Disclosures that Require Your Authorization

Other uses and disclosures will be made only with your written authorization. You may cancel an authorization at any time by notifying the Wheeling Fire Department, in writing, of your desire to cancel it. If you cancel an authorization, it will not have any affect on information that we have already disclosed. Examples of uses or disclosures that may require your written authorization include the following:

- A request to provide certain medical information to a drug company for marketing purposes.
- A request to provide your medical information to an attorney for use in a civil law suit.

F. Your Rights

The information contained in your health or medical record is the physical property of your Covered Entity. The information in it belongs to you. You have the following rights:

Right to Request Restrictions - You have the right to ask the Wheeling Fire Department not to use or disclose your medical information for a particular reason related to treatment, services rendered, or payment. You may ask that family members or other individuals not be informed of specific medical information. That request must be made, in writing, to the Wheeling Fire Department. 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. You can stop a restriction at any time by submitting your request, in writing, to the Wheeling Fire Department.

Right to Receive Confidential Communications - You have the right to ask that we communicate with you in a certain manner or at a certain place. If you want to request confidential communications, the request must be made, in writing, to the Wheeling Fire Department. We must agree to your request if it is reasonable.

Right to Inspect and Copy Your Medical Information - You have the right to request to inspect and obtain a copy of your medical information. You must submit your request, in writing, to the Wheeling Fire Department. If you request a copy of the information or we provide you with a summary of the information, we may charge a fee for the costs of copying, summarizing and/or mailing it to you. If we agree to your request we will inform you. We may deny your request under certain limited circumstances. If your request is denied, we will inform you, in writing, and you may be able to request a review of our denial.

Right to Request Amendments to Your Medical Information - You have the right to request that we correct your medical information. If you believe that any medical information in your record is incorrect or that important information is missing, you must submit your request for an amendment, in writing, to the Wheeling Fire Department within 15 calendar days of the date of service.

We do not have to agree to your request. If we deny your request, we will inform 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 the Wheeling Fire Department.
- Is not part of the medical information that we maintain.
- Is in records that you are not allowed to inspect and copy.
- Is already accurate or complete.

Right to an Accounting of Disclosures of Health Information - You have the right to find out what disclosures of your medical information have been made. The list of disclosures is called an accounting. The accounting may be for up to six (6) years prior to the date on which you request the accounting, but cannot include disclosures before April 14, 2003. 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 the Wheeling Fire Department. 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 for additional accountings, we will notify you in advance.

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. Requests for obtaining a paper copy must be submitted to the Wheeling Fire Department, in writing.

G. Complaints

You have the right to complain to the Wheeling Fire Department and to the United States Secretary of Health and Human Services, if you believe we have violated your privacy rights. There is no risk in filing a complaint.

To file a complaint with the Wheeling Fire Department, contact by phone or by mail:

Contact Person:	Keith Maclsaac, Fire Chief
Address Information:	Wheeling Fire Department 255 W. Dundee Road Wheeling, IL 60090
Telephone Number:	(847) 459-2662
Fax Information Number:	(847) 459-2976
E-mail Address:	kmacisaac@wheelingil.gov

To file a complaint with the United States Secretary of Health and Human Services send your complaint to him or her in care of:

Office of Civil Rights
U.S. Department of Health and Human Services
200 Independence Avenue, SW
Washington, D.C. 20201

H. Questions and Information

If you have any questions or want more information about this notice of Privacy Practices, please contact:

Contact Person:	Keith Maclsaac, Fire Chief
Address Information:	Wheeling Fire Department 255 W. Dundee Road Wheeling, IL 60090
Telephone Number:	(847) 459-2662
Fax Information Number:	(847) 459-2976
E-mail Address:	kmacisaac@wheelingil.gov

You can contact the Wheeling Fire Department by phone with questions or complaints or with written requests for information as defined under the Your Rights section of this notice.

The current effective date of this Privacy Notice is: December 1, 2007