



Notice of Privacy Practices For the Use and Disclosure of Private Health Information

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.

Effective Date: April 14, 2003

Anyone has the right to ask for a paper copy of this Notice at any time.

Understanding your health record

A record or a note is made each time you visit a Child and Family Service program and receive services. The services provided, interventions, service plan, and a plan for future services and care are recorded. This information is most often referred to as your "client record or case file," and serves as a basis for planning services, care and treatment. It also serves as a means of communication among any and all other health care providers or workers who may contribute to your care and the services you are provided. Understanding what information is retained in your client record and how that information may be used will help you to ensure its accuracy, and enable you to relate to who, what, when, where, and why others may be allowed access to your client record. This effort is being made to assist you in making informed decisions about authorizing the disclosure of your health information to others.

Understanding your health information rights

Your client record is the physical property of the health service practitioner or worker or facility that compiled it, but the content is about you and therefore belongs to you. You have the right to request restrictions on certain uses and disclosures of your information, and to request amendments be made to your client file. Your rights include being able to review or obtain a paper copy of your client record, and be given an account of all disclosures. You may also request communications of your health information be made by alternative means or to alternative locations. For other than activity that has already occurred, you may revoke any further authorizations to use or disclose your health information.

Our responsibilities

Child and Family Service is required to maintain privacy of your health information and to provide you with notice of our legal commitment and privacy practices with respect to the information we collect and maintain about you. Child and Family Service is required to abide by the terms of this notice and to notify you if we are unable to grant your requested restrictions or reasonable desires to communicate your health information by alternative means or to alternative locations.

Child and Family Service reserves the right to change its practices and effect new provisions that enhance the privacy standards of all client health information. In the event that changes are made, Child and Family Service will notify you through postings at program service sites and will post changes on our web site that provides information about our client services.

Your health information will be used for treatment, payment, and health care operations.

Treatment – Information obtained by your health provider or worker with Child and Family Service will be recorded in your client records and used to determine the course of services that should work best for you. This consists of your provider or worker recording his/her own expectations and those of others involved in providing you care. Your health information may be shared with others involved in your care, such as other workers, specialists, psychologists, or physicians. An example of such use and disclosure of your information for treatment purposes would be an outreach worker may consult with the health specialist in the same program for recommendation for your service plan.

Payment – Your health care information will be used in order to receive payment for services rendered by Child and Family Service. A request for payment may be sent to a third-party payer with accompanying documentation that identifies you, your care and services provided. An example of such use and disclosure of your information for payment purposes would be the submission of your name, date of birth, and service provided you by Child and Family Service. We send this to the State in order to be paid for these services.

Health Care Operations – The staff of Child and Family Service will use your health information to assess the care you received and the outcome of your case compared to others like it. Your information may be reviewed for risk management or quality improvement purposes in our efforts to continually improve the quality and effectiveness of the care and services we provide. An example of such use and disclosure of your information for health care operations purposes would be a review of the care you have received and related record keeping to ensure that Child and Family Service is providing high quality care to its clients.

Understanding Child and Family Service Policy for Specific Disclosures

Business Associates – Some or all of your health information may be subject to disclosure through contracts for services to assist Child and Family Service in providing health care. To protect your health information, we require these Business Associates to follow the same standards held by Child and Family Service through terms detailed in a written agreement.

Notification – Your health records may be used, as appropriate, to notify or assist family members, personal representatives, or other persons responsible for your care of your whereabouts or to enhance your well-being.

Appointment Reminders – Child and Family Service may contact you through the mail or telephone at an address or telephone number you provide to remind you of upcoming service related appointments.

Health Related Benefits and Services – Child and Family Service may contact you for purposes of describing or recommending service alternatives, providing information about health-related benefits or services that may be of interest to you.

Communications with Family – Using best judgment, a family member, or close personal friend, identified by you, may be given information relevant to your care.

Marketing – Child and Family Service reserves the right to contact you with information about other health-related services that may be appropriate to you.

Fund Raising – Child and Family Service reserves the right to contact you as part of general fund-raising efforts.

Research – Our information will be disclosed to researchers upon Research Committee approval, and upon the assurance that established protocol to ensure the privacy of your health information has been obtained.

Food and Drug Administration (FDA) – Child and Family Service is required by law to disclose health information to the FDA related to any adverse effects of food, supplements, products, and product defects for surveillance to enable product recalls, repairs, or replacements.

Worker's Compensation – Child and Family Service will release information to the extent authorized by law in matters of worker's compensation.

Public Health – Child and Family Service is required by law to disclose health information to public health and/or legal authorities charged with tracking reports of birth and morbidity. Child and Family Service is further required by law to report communicable disease, injury, or disability.

Correctional Facilities – Child and Family Service will release health information on incarcerated individuals to correctional agents or institutions for the necessary welfare of the individual or for the health and safety of other individuals. The rights outlined in the Notice of Privacy Practices will not be extended to incarcerated individuals.

Law Enforcement – (1) Your health information will be disclosed for law enforcement purposes as required under state law or in response to a valid subpoena. (2) Provisions of federal law permit the disclosure of your health information to appropriate health oversight agencies, public health authorities, or attorneys in the event that a staff member or business associate of Child and Family Service believes in good faith that there has been unlawful conduct or violations of professional or clinical standards that may endanger one or more clients, workers, or the general public.

Other than for reasons described in this notice, Child and Family Service agrees not to use or disclose your health information without your authorization.

To Receive Additional Information or Report a Problem

For further explanation of this notice you may contact the Director of Quality Assurance by phone at (808) 681-3500, by e-mail at privacyofficer@cfs-hawaii.org, or by mail at Child & Family Service, 91-1841 Fort Weaver Road, Ewa Beach, Hawaii, 96706.

If you believe your privacy rights have been violated, you have the right to file a complaint with our office or with the Secretary of Health and Human Services with no fear of retaliation by Child and Family Service.

NOTICE OF PRIVACY PRACTICES AVAILABILITY: The terms described in this notice will be posted where services occur. All individuals receiving care will be given a hard copy.

Acknowledgement of receipt of Notice of Privacy Practices.

Client name: _____
(Please print)

Client signature: _____ Date _____

Witnessed by: _____ (CFS program staff's name) _____ (CFS program staff's title)

Acknowledgement of receipt of Notice of Privacy Practices by Parent, legal guardian of Minor (Required for clients under the age of 13).

Client name: _____
(Please print)

Parent/Legal Guardian name: _____
(Please print)

Signature: _____ Date _____
(Parent/Legal Guardian)

Witnessed by: _____ (CFS program staff's name) _____ (CFS program staff's title)

Client (Parent/Legal Guardian) Comments:
