



Lee County BoCC Health Plan

Notice of Privacy Practices

Original Effective Dates: 4/14/03 • Revised Date: 10/1/13

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.

THE LEE COUNTY HEALTH PLAN (“the Health Plan”) is required by law to maintain the privacy of your confidential medical information. Medical information is called Protected Health Information, or “PHI.” It is information that identifies you and relates to your past, present or future physical or mental health conditions and related health care services. The Health Plan is administered by employees in the Lee County Human Resources Benefits Unit. Only persons in that unit have access to your PHI because they have the “need to know” in order to provide services to you or for plan administration purposes. This notice, or revisions that you will receive, outlines some of the ways your PHI may be used or disclosed, and your rights concerning your own information.

Uses and Disclosures of PHI: PHI may be used for the purposes of treatment, payment, and health care operations. Some uses will require your written permission.

Examples of our use of your PHI:

For treatment. Lee County Human Resources/Benefits may ask you for information about your medical condition and treatment you have received to gain authorizations for further treatment. They may ask the same questions of your doctors and their staff. They may give your PHI to providers involved in your treatment.

For payment. This includes any activities the plan must undertake in order to pay claims or collect premiums, including providing information needed to determine medical necessity or helping you resolve your claims or coverage problems.

For health care operations: This might include quality review activities, case management, claims audits and training programs to ensure that staff follows our privacy policies and procedures.



Use and Disclosure of PHI Without Your Authorization: Lee County Human Resources/Benefits employees who administer the Health Plan are permitted to use PHI without your written authorization, or opportunity to object, in certain situations that include:

- ◆ For health care and legal compliance activities;
- ◆ To a family member or other individual involved in your care if we obtain your verbal agreement. You have the right to object to the sharing of this information in most cases. We may also release PHI in urgent or emergency situations when we are unable to obtain your agreement and believe the disclosure is in your best interest;
- ◆ For law enforcement activities in limited situations, such as when responding to a warrant;
- ◆ For military, national defense and security and other special government functions;
- ◆ To avert a serious threat to the health and safety of a person or the public;
- ◆ For workers' compensation purposes, and in compliance with workers' compensation laws;
- ◆ To coroners, medical examiners, and funeral directors for identifying a deceased person, determining cause of death, or carrying on their duties as authorized by law;
- ◆ To a public health authority in cases of abuse, neglect or domestic violence;
- ◆ For certain health oversight activities undertaken by government agencies to oversee the health care system;
- ◆ For judicial and administrative proceedings when we receive a court or administrative order, or in some cases in response to a subpoena or other legal process;
- ◆ If you are an organ donor, Lee County Human Resources/Benefits employees may release health information to appropriate organizations to facilitate organ donation and transplantation;
- ◆ For research projects, subject to strict oversight and approval;
- ◆ Disclosures of health information about you that does not personally identify you.

Any use or disclosure of PHI other than those listed above will only be made with your written authorization. You may revoke your authorization at any time, in writing, except to the extent that they have already used or disclosed medical information in reliance on that authorization. They will always follow the most stringent law that protects your privacy, whether the law is a state law or federal law.



Lee County BOCC Health Plan Privacy Officer Con- tact Information

Privacy Officer
P.O. Box 398
Ft. Myers, FL 33902-0398
Phone: 239-533-2245

Email:
privacyofficer@leegov.com

Your Rights: As an employee or member of the Health Plan, you have a number of rights with respect to your PHI:

The right to see and copy your PHI : In most cases, you may ask to see and get copies of your records. Requests must be made in writing so everybody has a record. The law allows 30 days to respond though they will try to get it more quickly. There will be a small fee for the cost of copying your records. In very rare circumstances we may deny access to some of your medical information. You may be able to appeal that denial. They will provide a written response if they deny access and will also let you know your appeal rights. If you wish to inspect and copy your medical information, you should contact the Privacy Officer.

The right to ask for confidential communications: You may ask Lee County to limit the manner in which we communicate with you. Please contact our Privacy Officer to discuss your request.

The right to ask us to correct your PHI : You may ask Lee County to change or add information to your records if you think there is a mistake. If they agree to your request, the information will generally be amended within 60 days or less of your request and they will notify you when this has been done. Your request may be denied in certain circumstances permitted by the law; for instance, if they believe the information you have asked them to change is correct. If you wish to request that they change medical information that they have about you, please contact our Privacy Officer.

The right to ask for a list of disclosures: You may ask Lee County for a list of certain disclosures of your medical information that they have made after April 14, 2003. They are not required to list information they have used or disclosed for purposes of treatment, payment or health care operations, or when they share your health information with our business associates, like our claims payor or our fiscal office. They also won't list those times they disclosed PHI when you had already given them written authorization. If you wish to request an accounting, contact our Privacy Officer.

The right to ask us to restrict the uses and disclosures of your PHI : You may ask that they restrict how they use and disclose your PHI. The Health Plan is not required to agree to any restrictions you request, but any restrictions the Health Plan agrees to in writing are binding on the Health Plan and our Business Associates.

Revisions to the Notice and the right to obtain a copy: You can get a copy of the latest version of this Notice by contacting the Privacy Officer (see contact information below). The Health Plan reserves the right to change the terms of this Notice at any time, and the changes will be effective immediately and will apply to all PHI that they maintain. Any material changes to the Notice will be promptly posted to Lee County's Web site and distributed as required by law.

Your Legal Rights and Complaints: You have the right to complain to the Health Plan, or to the Secretary of the United States Department of Health and Human Services if you believe your privacy rights have been violated by the Health Plan. Your benefits will not be affected, and you will not be retaliated against in any way for filing a complaint with Lee County or to the government. Should you have any questions, comments or complaints you may direct all inquiries to the Privacy Officer.