

HIPAA NOTICE OF PRIVACY PRACTICES

Peninsula-Delaware Conference
Effective Date: November 1, 2015

THIS NOTICE DESCRIBES HOW HEALTH INFORMATION ABOUT YOU MAY BE USED AND DISCLOSED AND HOW YOU CAN GET ACCESS TO THIS INFORMATION

PLEASE REVIEW IT CAREFULLY

If you have any questions about this notice or wish to file a complaint, please contact Theresa M. Cleary, Privacy Officer, at (302) 674-2626 or write to 139 N. State Street
Dover DE 19901

Our Pledge Regarding Health Information

We understand that health information about you and/or your family is personal. We are committed to protecting health information about you and/or your family. This notice will tell you about the ways in which we may use and disclose health information about you. We also describe your rights to the health information we keep about you, and describe certain obligations we have regarding the use and disclosure of your health information. We are required by law to:

- make sure that health information that identifies you is kept private,
- give you this notice of our legal duties and privacy practices with respect to health information about you,
- follow the terms of the notice that are currently in effect, and
- disclose health information about you when required to do so by federal, state, or local law.

HOW WE MAY USE AND DISCLOSE HEALTH INFORMATION ABOUT YOU AND/OR YOUR FAMILY:

The following categories describe different ways we use and disclose health information. For each category of uses or disclosures we will explain what we mean and try to give some examples:

For Assistance with Claims: Peninsula-Delaware Conference is permitted or required, under specific circumstances, to use or disclose protected health information without the individual's written authorization to assist you with the resolution of claims.

For payment to Insurance Issuer and/or Section 125 Provider: Peninsula-Delaware Conference is permitted or required, under specific circumstances, to use or disclose protected health information without the individual's written authorization to enroll, disenroll, and make payments to the Insurance Issuer and/or Section 125 provider.

To Avert a Serious Threat to Health or Safety: We may use and disclose health information about you when necessary to prevent a serious threat to your health and safety or the health and safety of the public or another person. Any disclosure, however, would only be to someone able to help prevent the threat

Lawsuits and Disputes: If you are involved in a lawsuit or a dispute, we may disclose health information about you in response to a court or administrative order. We may also disclose health information about you in response to a subpoena, discovery dispute, but only if efforts have been made to tell you about the request or to obtain an order protecting the information requested.

Solicitation of Bids: We may use and disclose information about you when necessary to solicit periodic bids for health.

Other uses and disclosures will be made only with the Individuals written authorization, and the individual may revoke such authorization.

The Individual has the following rights regarding Protected Health Information:

The right to request restrictions on certain uses and disclosures of protected health information; however, Peninsula-Delaware Conference is not required to agree to a requested restriction.

The right to receive confidential communications of protected health information, as applicable.

The right to inspect and copy protected health information, as provided in the Privacy Regulation.

The right to amend protected health information, as provided in the Privacy Regulation.

The right to receive an accounting of disclosures of protected health information.

The right to obtain a paper copy of the Notice from the Peninsula-Delaware Conference upon request This right extends to an individual who as agreed to receive the Notice electronically.

The Peninsula-Delaware Conference is required by law to maintain the privacy of protected health information and to provide individuals with notice of its legal duties and Privacy practices with respect to protected health information.

The Peninsula-Delaware Conference is required to abide by the terms of the Notice currently in effect

The Peninsula-Delaware Conference reserves the right to change the terms of this Notice. The new Notice provisions will be effective for all protected health information that it maintains.

The Peninsula-Delaware Conference will provide individuals with a revised Notice by mail.

Individuals may complain to the Peninsula-Delaware Conference and to the Secretary of the Department of Health and Human Services, without fear of retaliation by the Peninsula-Delaware Conference, if they believe their privacy rights have been violated.