

NOTICE OF PRIVACY PRACTICES SUMMARY

In 1996 the Federal Government passed a law – Health Insurance Portability and Accountability Act (HIPAA) – covering your health information. This is a requirement of that law. This notice explains how we can use your health information at Codman Square Health Center. Below is a summary of the health center's Notice of Privacy Practices.

As part of the HIPAA laws you have the right to:

- Review your health record
- Ask for revisions to be made to your health record
- Add a note of your own to your health record
- Ask for a listing of who we gave your health record information to, other than those organizations or people listed in the notice even if they got it by accident
- Have us contact you about new programs that we might offer

As part of the HIPAA laws, Codman Square Health Center must do the following:

- Protect your health record from anyone not authorized to see the record
- Provide you with a copy of this notice and let you know if and when we make any changes to this notice
- Do what this notice says we will do in regards to your health record
- Train all our staff about how to handle your health record, keeping it private
- We will not use or give out your health information without your written consent for anything other than what is outlined in this notice

You have the right to file a complaint against the health center if you feel that we have used your health record in a manner other than what is outlined in this notice and that we have violated your privacy without your consent.

Details of all this information is contained in the full Notice of Privacy Practices.

You may also find the Notice on our web page
www.codman.org

Changes to this notice

We reserve the right to change this Notice. We reserve the right to make the revised or changed Notice effective for medical information we already have about you as well as for any information we receive in the future. We will post a copy of the current Notice in the health center. If we change the Notice of Privacy Policy, you will be offered a new Notice of Privacy Policy at your next visit to Codman Square Health Center after the change takes effect.

How to file a complaint

If you believe your privacy rights have been violated or to file a complaint, please call the **Privacy Officer at 617-822-8191**. If your concerns cannot be resolved by Codman Square staff, you may file a formal complaint or grievance.

If you remain dissatisfied with the outcome, you may also contact:

The Massachusetts Board of Registration in Medicine
200 Harvard Mill Square, Suite 330
Wakefield, MA 01880
800-377-0550
781-876-8200
www.massmedboard.org

Massachusetts Department of Public Health,
Division of Health Care Quality: Complaint Unit
99 Chauncy Street, 11th Floor
Boston, MA 02111
800-462-5540
617-753-8150
www.mass.gov/dph/dhcq

The Joint Commission Office of Quality Monitoring
One Renaissance Boulevard
Oakbrook Terrace, IL 60181
800-994-6610
www.jointcommission.org

How to contact the Codman Square Health Center Privacy/Compliance Officer:

637 Washington Street
Dorchester, MA 02124
617-822-8191