

Your Protected Health Information

You have privacy rights under the federal law, Health Insurance Portability and Accountability Act of 1996 (HIPAA), which protects your Protected Health Information (PHI).

Protected Health Information (PHI) means information about you (including demographic information), that may identify you and pertains to your past, present or future physical or mental health or condition and related health care services.

The Notice of Privacy Practices describes how Pima County may use and disclose your protected health information to carry out treatment, payment or manage health care operations and for other purposes permitted by law. It also describes your rights to access and control your protected health information.

It is important that you understand these rights, ask questions about them, and know you have the ability to file a complaint if you feel your rights have been violated or your Protected Health Information (PHI) has not been protected.

HIPAA

Pima County is required by the privacy regulations issued under the Health Insurance Portability and Accountability Act of 1996 (HIPAA) to maintain the privacy of Protected Health Information, provide individuals covered under Pima County's group health plan with notice of Pima County's legal duties and privacy practices concerning Protected Health Information and to abide by the terms of the Notice of Privacy Practices.

Pima County may change the terms of this notice in the future. The new notice will be effective for all protected health information that Pima County maintains at that time. Pima County will provide you with any revised Notice of Privacy Practices upon request. You may request a revised version by accessing the Pima County Human Resources website www.pima.gov/hr, or emailing HR.Incident.Notification.HIPAA@pima.gov or calling the Privacy Officer 855.521.8981 and requesting that a revised copy be sent to you in the mail.

NOTICE OF PRIVACY PRACTICES

Pima County Human Resources

150 W. Congress, 4th Floor
Tucson, AZ 85701

520.724.8028 Office • 855.521.8981 Toll Free

www.HR.Incident.Notification.HIPAA@pima.gov

*Health Insurance Portability and
Accountability Act of 1996 (HIPAA)*

Pima County Notice of Privacy Practices

This Notice is a synopsis of how medical information about you may be used and disclosed and how you can get access to this information. Please review the entire Notice of Privacy Rights for complete information at www.pima.gov/hr.

Pima County is required by law to take reasonable steps to ensure the privacy of personally identifiable health information and to inform individuals about:

- Pima County's uses and disclosures of Protected Health Information (PHI);
- Your rights with respect to your PHI;
- Pima County's duties with respect to PHI;
- Your right to file a complaint with Pima County and with the Secretary of the U.S. Department of HHS; and

- The identification of the person or office to contact for further information about the Pima County's privacy practices.

Complaints

If you believe your privacy rights have been violated, you may file a complaint with Pima County or with the Secretary of the U.S. Department of Health and Human Services, 200 Independence Ave, S.W., Washington D.C. 20201.

To file a complaint with Pima County, contact:

Cathy Bohland, Privacy Officer
Pima County Human Resources
150 W. Congress, 4th Floor
Tucson, AZ 85701

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HIPAA NOTICE

The Health Insurance Portability and Accountability Act of 1996 (HIPAA) is a federal law that sets rules about who can look at and receive your Protected Health Information (PHI).

HIPAA requires a Notice of Privacy Practices be provided to you explaining your rights. Understand your rights and the notice by following these three simple steps:

1. Obtain a copy of the Pima County Notice of Privacy Practices.
2. Read the Notice.
3. Ask questions about the Notice.

All complaints must be submitted in writing and should be submitted within 180 days of when you know or should have known that the alleged violation occurred.

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