

**EASTHARTFORD COMMUNITYHEALTHCARE, INC**  
**NOTICE OF PRIVACY PRACTICES - SUMMARY**

**Effective Date:** 4/14/2003

We are committed to protecting your personal health information in compliance with the law. The attached Notice of Privacy Practices states: our obligations under the law with respect to your personal health information; how we may use and disclose the health information that we keep about you; your rights relating to your personal health information; our rights to change our Notice of Privacy Practices; how to file a complaint if you believe your privacy rights have been violated; the conditions that apply to uses and disclosures not described in this Notice; the person to contact for further information about our privacy practices. We are required by law to give you a copy of this Notice and to obtain your written acknowledgement that you have received a copy of this Notice. ***This Summary is not a substitute for the full Notice of Privacy Practices.*** Please read it and ask any questions you may have.

Federal law allows us to use and disclose your personal health information for *treatment, payment and health care operations* without your consent, but we will ask for your consent in order to comply with the stricter provisions of Connecticut law. Some of the other circumstances in which the Health Center will use or disclose your personal health information, in compliance with federal and state law, are:

- ✍ Appointment reminders.
- ✍ Limited marketing and fundraising.
- ✍ Individuals involved in your care or payment for your care.
- ✍ Research.
- ✍ Organ and tissue donation, if you are an organ donor.
- ✍ As required by law.
- ✍ To avert a serious threat to health or safety, to someone able to help prevent the threat.
- ✍ Military and veterans as required by appropriate military command authorities or the Department of Veterans Affairs as may be applicable.
- ✍ Workers' Compensation.
- ✍ Public Health activities.
- ✍ Health Oversight activities.
- ✍ Food and Drug Administration under limited circumstances.
- ✍ Lawsuits and disputes.
- ✍ Law enforcement.
- ✍ Coroners, Health Examiners and Funeral Directors.
- ✍ National Security and Intelligence activities.
- ✍ Protective Services for the President and others.
- ✍ Inmates.

All other uses or disclosures will only be made with your specific written authorization, which may be revoked, except it will not be effective for uses and disclosures already made by us. Further, special rules pertain to Drug and Alcohol and HIV-related protected information.

You have certain rights with respect to your personal health information. These include the:

- ✍ Right to inspect and copy.
- ✍ Right to amend.
- ✍ Right to receive an accounting of certain disclosures.
- ✍ Right to request restrictions.
- ✍ Right to receive confidential communications.
- ✍ Right to a paper copy of this Notice.

If you believe your privacy rights have been violated, you may file a complaint with us or with the Secretary of the Department of Health and Human Services. *You will not be penalized for filing a complaint.*

We have a right to change our Notice of Privacy Practices. We will give you a copy of our current notice upon request. If you have questions after reading the Notice of Privacy Practices, please ask to speak with our Privacy Officer.