

## Notice of Information Practices

**THIS NOTICE DESCRIBES HOW THE ST. JOSEPH - BUCHANAN COUNTY HEALTH DEPARTMENT  
MAY USE AND/OR DISCLOSE MEDICAL INFORMATION ABOUT YOU, AND HOW YOU CAN GET  
ACCESS TO THIS INFORMATION.  
PLEASE REVIEW IT CAREFULLY.**

The St. Joseph-Buchanan County Health Department's (Health Department) mission is to protect and promote the health of the population of Buchanan County, Missouri. To accomplish this mission, Missouri has enacted a number of state laws and/or rules that require reporting of individually identifiable protected health information (PHI) to the Department of Health & Social Services (DHSS). The St. Joseph-Buchanan County Health Department and DHSS continuously assess the health of the population by evaluating this and other health information. These laws also detail what data are confidential, under what circumstances the data may be disclosed, and penalties for inappropriate disclosures. Health Department staff are mandated to comply with these laws.

The St. Joseph-Buchanan County Health Department may disclose public health related individually identifiable health information to health care providers to carry out treatment, payment or health care operations. This information will only be shared with health care providers who have the proper authorization or that have signed an agreement with the Health Department. It will not be used for any other purpose except in an aggregate form, without specific written consent of the individual or their parent or guardian if a minor. The confidentiality of the information will be maintained as required by applicable state and federal laws. An example of these types of disclosures would be sharing the results of your infant's blood lead test with the health care provider you visit for medical care or sending a bill to Medicaid requesting payment for service. The bill may include information that identifies you, as well as your diagnosis and any procedures completed. The results would only be disclosed to appropriate health care providers and not the general public or merchants with a product to sell.

The Health Department may contact individuals to provide appointment reminders or information about health-related benefits and services that may be of interest. The Health Department may also disclose protected health information to other state or federal agencies such as Medicaid that provide funds for health care benefits an individual receives.

Under 45 CFR 160-164, individuals have the right to:

- Request restrictions on certain uses and disclosures, however the Health Department is not required to agree to a requested restriction. If disclosure is required by state or federal law, the consent of the individual is not required and disclosure will be made accordingly.
- Inspect and receive a copy of their health care information.
- Review and amend or update their health care information if inaccurate.
- Receive an accounting of disclosures.
- Receive confidential communications of protected health information.
- Receive a paper copy of this notice.

The Health Department reserves the right to change its privacy practices described in this notice. The revised privacy practices will be effective for all PHI maintained by the Health Department. The Health Department will post a copy of the current notice in the facility and publish all revisions on the City of Saint Joseph Website at [www.ci.st-joseph.mo.us](http://www.ci.st-joseph.mo.us). Individuals may access and print a copy of the current policies or request a printed copy from the Health Department.

Individuals may complain about privacy issues to the Health Department and/or to the Secretary of U.S. Department of Health and Human Services if they believe their privacy rights have been violated. Complaints may be filed with the Health Department by mail, telephone or face-to-face. Complaints will not result in retaliatory actions by the Health Department against the individual.

For further information about these practices, contact the Health Department Privacy/Security Officer at 816-271-4636 or [msanders@ci.st-joseph.mo.us](mailto:msanders@ci.st-joseph.mo.us). This notice is effective as of April 14, 2003.