

Notice of Privacy Practices

Newberry Township Fire Department is committed to providing quality pre-hospital medical care to any patron of Newberry Township or surrounding communities. Any patron that utilizes our services has a right to know what we do with the Protected Health Information (PHI) we gather in the course of providing emergency medical services and or transportation. We want to assure you that we properly safeguard this information as required by the Health Insurance Portability and Accountability Act (HIPAA) passed by United States Congress in 1996.

Definition

Protected Health Information (PHI) includes information about a patient such as a name, address, date of birth, social security number, telephone number, health insurance identification number and any other identifier unique to the patient.

How we use your PHI

Treatment: In the course of your treatment by our providers, we collect personal information and health information to assist us in providing the best possible care to our patients. This information is shared with other health professionals such as physicians, and hospitals to whom we transfer patient care to, your care, and treatment.

Payment: PHI is utilized to support claims submitted to Medicare, Medicaid and other private insurance companies for payment.

Health Care Operations: PHI may also be used for internal quality assurance activities and training.

Fundraising: We may contact your when we are in the process of raising funds for Newberry Township Fire Department, or to provide you with information about or annual subscription program.

Use and Disclosure of PHI with your consent

NTFD EMS is authorized to use PHI without your consent, authorization, or written permission in certain situations, including:

- **Emergency situations, in these situations, in accordance with the law we will attempt to get your written consent after the emergency service is provided and we would appreciate your cooperation when we do so.**
- **To a relative, friend or individual involved in your care**
- **To a public health authority in certain situations, such as reporting a birth, death or disease as required by law, as part of a public health investigation, to report child or adult abuse or neglect or domestic violence, or report adverse events such as product defects or to notify a person about exposure to a possible communicable diseases as required by law**
- **For health oversight activities including audits or government investigations, inspections, disciplinary proceedings and other administrative or judicial actions undertaken by the government or their contractors by law to oversee the health care system**
- **For judicial and administrative proceedings are required by a court or administrative order, or in some cases in response to a subpoena or other legal processes**
- **For law enforcement activities in limited situations, such as when there is a warrant for there request, or when the information is needed to locate a suspect or stop a crime**
- **For military, national defense and security and other special government functions**
- **To avert a serious threat to the health and safety to a person or the public at large**
- **For workers compensation purposes, in compliance with workers' compensation laws.**

Any other use of disclosure of PHI, other than those listed above will only be made with your written consent or an authorization. You may revoke your consent or authorization at any time, in writing, except to the extent that we have already used or disclosed medical information in reliance on that consent or authorization.

Patient Rights

As a patient, you have a number of rights with respect to the protection of your PHI, including:

- **The right to access, copy or inspect your PHI.**
This means you may come to our office and inspect and copy most of the medical information about you that we maintain. We will normally provide you with access to this information within 30 days of your request. We may also charge you a reasonable fee for you to copy and medical information that you have the right to access. In limited circumstances, we may deny you access to you medical information and certain types of denial may be appealed. We have available forms to request PHO and will provide a written response to you if we deny your access and let you know your appeal rights. If you wish to inspect and copy your medical information, you should contact the EMS Manager, listed information at the end of the brochure.
- **The right to amend you PHI.**
You have the right to ask us to amend written medical information that we may have about you. We will generally amend your information within 60 days of your request and will notify you when we have amended the information. We are permitted by law to deny your request to amend your medical information only in certain circumstances, like when we believe the information you have asked us to amend if correct. You can appeal our denial of your request to amend this information. If you wish the medical information that we have about you, you should contact the privacy officer or the EMS Manager listed in this brochure.
- **The right to request that we restrict the uses and disclosures of your PHI.**
You have the right to restrict how we can use and disclose your medical information that we have about you for treatment, payment of health care operations, or to restrict the information that is provided to family, friends and other individuals involved in your health care. But if you request a restriction and the information you asked us to restrict is needed to provide you with emergency treatment, then we may use the PHI or disclose the PHI to a health care provider to provide you with emergency treatment.

Legal Rights and Complaints

Notice of any changes in Newberry Township Fire Department and EMS privacy policy may be shown directly on the consent form and this notice will be updated when any significant changes in our privacy practices occurs. Newberry Township Fire Department reserves the right to change the terms of this notice at any time, and the changes will be effective immediately. We also reserve the right to make any changes effective for PHI that we have created or received prior to the effective date of the Notice provision that was changed.

You also have the right to complain to us, or to the Secretary of the Federal Department of Health and Human Services if you believe your privacy rights have been violated. You will not be retaliated against in any way for filing a complaint with us or to the government. Should you have any questions, comments or complaints you may direct all inquiries to the privacy officer or EMS Manager listed at the end of this Notice.

** We will revise this notice if we make material changes to it. You can obtain a copy of said material or latest version of said material notice by contacting the Privacy Officer or EMS Manager or any staff member at any time. **

Privacy Officer

Robert Solomon
Newberry Township Fire Dept. EMS
2145 York Haven Road
Etters, Pa 17319
717-938-3801 Ext 221

EMS Manager

Steven C. Henry, Jr.
Newberry Township Fire Dept. EMS
2145 York Haven Road
Etters, Pa 17319
717-938-3801 Ext 215

Mailing Information

Newberry Township Fire Dept. EMS
2145 York Haven Road
Etters, Pa 17319
717-938-3801 Main Number
717-932-4034 Fax Number



Newberry Township

Fire Department

EMS

2145 York Haven Road
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717-938-3801
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*" Raising the Bar.....
.....On the Standard of Care"*