

Lynnwood Fire Department

NOTICE OF PRIVACY PRACTICES

January 1, 2012

THIS NOTICE DESCRIBES HOW INFORMATION ABOUT YOU MAY BE USED AND DISCLOSED BY THE LYNNWOOD FIRE DEPARTMENT AND HOW YOU CAN GET ACCESS TO THIS INFORMATION. PLEASE REVIEW THIS NOTICE CAREFULLY. LARGE PRINT COPIES ARE AVAILABLE ON REQUEST, PLEASE CALL 425-670-5304.

UNDERSTANDING YOUR HEALTH INFORMATION

A record of your request for emergency aid is made each time you call 911, or when someone calls for you. This record may contain personal, identifying information about you and your health. It will also contain information related to your care. This may include your medical history, results of physical examinations by emergency medical responders, emergency test results, injury or illness assessments, treatments, instructions provided to you or to others you have designated. In healthcare, this information is often referred to as your personal health information or medical record. The emergency medical record created by our department responding to your 911 request is known as a **Medical Incident Report** (MIR) and serves as a:

- record for planning your care and treatment
- way to communicate to the various health professionals who provide your care
- legal document describing the emergency care you received
- resource you or your health insurance company can use to check the accuracy of your illness
- source for educating emergency medical care professionals
- source of information for medical research
- source of information for public health officials to improve the health of our community
- source of information for Lynnwood Fire Department operations, including assessing the quality of your care, and identifying ways to improve our services to you and the community.

Understanding what is in your record and how it is used helps you to:

- make sure it is accurate
- better understand who, what, when, where and why others may use your health information
- make decisions about allowing the information to be used by or shared with others.

Emergency Response Data

In addition to your health information, the Lynnwood Fire Department also keeps data related to the emergency response made to assist you, such as response times, location information and scene descriptions.

YOUR HEALTH INFORMATION RIGHTS

The Medical Incident Report we keep about you is the property of Lynnwood Fire Department. However, the information in the record also belongs to you and you have the right to:

- request that you be allowed to see and get a copy of your Medical Incident Report. (You must deliver this request in writing. Forms for this purpose are available from the Lynnwood Fire Department. You will be asked to pay a fee to cover the cost of copying.)
- receive, read and ask questions about this notice
- request that we limit certain uses and releases of your information. (You must make the request in writing. We are not required to agree to the request and will notify you of that decision. We will cooperate with any request or part of a request that is granted.)
- request and receive from us a paper copy of the most current Notice of Privacy Practices

YOUR HEALTH INFORMATION RIGHTS (continued)

You have the right to:

- request to have us review a denial of access to your medical record.
- request corrections to your health records (The request must be made in writing. If the request is denied, you may submit a written statement of disagreement that will become part of your medical record and will be included when the related information is used or disclosed.)
- obtain a report of certain disclosures of your health information
- request that any or all communications of your health information be made by different means or to a different location (The request must be made in writing.)
- revoke any authorization to use or disclose your health information except when the information has already been disclosed.

OUR RESPONSIBILITIES

Lynnwood Fire Department is required to:

- protect the privacy of your health information
- uphold the terms of this notice
- inform you if we do not agree to a requested restriction
- respect reasonable requests to communicate health information by different means or to different locations.

We reserve the right to change our practices and to make the new provisions effective for all protected health information we maintain. Should our information practices change, we will post a revised copy of the Notice of Privacy Practices throughout the organization.

FOR MORE INFORMATION OR TO REPORT A PROBLEM

If you have questions and would like additional information, you may contact the:

Privacy Officer
Lynnwood Fire Department
PO Box 5808
Lynnwood, WA 98046