



Beech Creek-Blanchard Volunteer Fire Company Ambulance Association  
Post Office Box 144  
38 Locust Street  
Beech Creek, Pennsylvania 16822  
(570) 962-2382  
[www.bcbfire.com](http://www.bcbfire.com)



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## Beech Creek-Blanchard Ambulance Association's Notice of Privacy Practices.

**This notice describes how medical information about you may be used and disclosed and how you may acquire access to this information. Please review it.**

The Beech Creek-Blanchard Ambulance Association is required by law to maintain the privacy of certain confidential health information, known as Protected Health Information or PHI, and to provide you with a notice of our legal duties and privacy practices with respect to your PHI. The Beech Creek-Blanchard Ambulance Association is also required to abide by the terms of the version of this Notice currently in effect.

**Uses and disclosures of PHI:** The Beech Creek-Blanchard Ambulance Association may use PHI for the purposes of treatment, payment, and health care operations, in most cases without your written permission. Examples of our use of your PHI:

**For Treatment.** This includes such things as obtaining verbal and written information about your medical condition and treatment from you as well as from others, such as doctors and nurses who give orders to allow us to provide treatment to you. We may give your PHI to other health care providers involved in your treatment, and may transfer your PHI via radio or telephone to the hospital or dispatch center.

**For health care operations.** This includes quality Assurance activities, licensing, and training programs To ensure that our personnel meet our standards of care And follow established policies and procedures, as well As certain management functions.

**For Payment.** This includes any activities we must undertake in order to get reimbursed for the services we provide to you, including such things as submitting bills to insurance companies, making medical necessity determinations and collecting outstanding accounts.

**Reminders for Scheduled Transports and Other Services.** We may also contact you to provide you with a reminder of any scheduled appointments for non-emergency ambulance and Medical transportation, or to provide information about Other services we provide.

### **Uses and Disclosure of PHI without your Authorization.**

The Beech Creek-Blanchard Ambulance Association is permitted to use PHI *without* your written authorization, or opportunity to object, in certain situations, and unless prohibited by more stringent state law including:

- For treatment, payment, or health care operations activities of another health care provider who treats you;
- For health care and legal compliance activities;
- To a family member, other relative, or close personal friend or other individual involved in your care if we obtain your verbal agreement to do so or if we give you an opportunity to object to such disclosure and you do not raise an objection, and in certain other circumstances where we are unable to obtain your agreement and believe the disclosure is in your best interest;
- To a public health authority in certain situations as required by law (such as to report abuse, neglect, or domestic violence);
- 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 healthcare system;
- For Law enforcement activities in limited situations, such as when responding to a warrant;
- For military, national defense and security and other special government functions;
- To avert serious threat to the health and safety of a person or the public at large;
- For workers' compensation purposes, and in compliance with workers' compensation laws;

- To coroners, medical examiners, and funeral directors for identifying a deceased person, determining the cause of death, or carrying on their duties authorized by law;
- If you are an organ donor, we may release information to organizations that handle organ procurement or organ, eye or tissue transplantation or to an organ donation bank, as necessary to facilitate organ donation;
- For research projects, but this will be subject to strict oversight and approvals;
- We may also use or disclose health information about you in a way that does not personally identify you or reveal who you are.

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

**Patient rights. As a patient, you have a number of rights with respect to your PHI, including:**

- **The right to access, copy or inspect your PHI.** This means you may 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 any medical information that you have the right access. In limited circumstances, we may deny you, you have already given us written authorization. If you wish to request any information, contact our privacy officer.
- **The right to request that we restrict the uses and disclosure of your PHI.** You may have the right to request that we restrict how we use and disclose your medical information that we have about you. The Beech Creek-Blanchard Ambulance Association is not required to agree to any restriction you request, but any restrictions agreed to The Beech Creek-Blanchard Ambulance Association in writing are binding on The Beech Creek-Blanchard Ambulance Association.
- **Internet, Electronic Mail, and the Right to Obtain Copy of Paper Notice on Request.** If we maintain a website, we will prominently post a copy of this notice on our website. If you allow us, we will forward you this notice by electronic mail instead of on a paper and may always request a paper copy of the notice.
- **Revisions to the notice.** The Beech Creek-Blanchard Ambulance Association reserves the right to change the terms of this Notice at any time, and the changes will be effective immediately and will apply to all protected health information that we maintain. Any material changes to the Notice will be promptly posted in our facilities and posted to our website, if we maintain one. You can get a copy of the latest version of this Notice by contacting our privacy officer.
- **Your legal rights and complaints.** You may also have the right to complain to us, or to the Secretary of the United States 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 inquires to our privacy officer.

**Privacy Officer Contact Information**

Beech Creek-Blanchard Fire Co. Ambulance Association  
P.O. Box 144  
38 Locust Street  
Beech Creek, PA 16822  
(570) 962-2382  
Attention: James Watson

***Effective Date of the Notice: April 14<sup>th</sup>, 2003***