

PrivacyNotice

Notice of Client Privacy Practices

This Notice describes how your personal health information may be used and disclosed and how you can get access to this information.

Please review the Notice carefully.

Your right to privacy.

We respect your right to privacy, and we are required by law to protect the privacy of your health information. We will not use or disclose your health information without your written consent, except as described in this Notice or as required by law. By law our offices are required to maintain the privacy and confidentiality of your information

Information about you that we keep and use.

Each time a Catholic Social Services (CSS) staff person visits or contacts you or speaks with someone else on your behalf, a record of the visit or contact is made. Typically, this record contains personal information such as name, address, date of birth, and medical information such as diagnoses, medications, and names of providers involved in your care. We use this information to:

1. Plan your care and set up your services.
2. Communicate among the health and service providers who contribute to your care and service delivery.
3. Maintain a legal document describing the care and services you receive.

Your rights.

Although your health and service record is the physical property of CSSCSS, the information in it belongs to you. You have the right to:

1. Request that we limit how we use or disclose your information.
2. Inspect and copy your record (at your expense).
3. Request corrections, updates, or additions to your record. (We do not alter the original record but add your changes.)
4. Receive an accounting of how your health information was disclosed to others.
5. Request that we use a specific telephone number or address to communicate with you.
6. Withdraw consent you have previously given to use or disclose health and service information except to the extent that information has already been shared.
7. Have a copy of this Notice of privacy practices.
8. To request your information be disclosed to parties of your choice with a written request
9. To request restrictions be placed on information routinely forwarded to other entities with a written request.

Our responsibilities.

CSS is required by law to:

1. Maintain the privacy of your health and service information.
2. Provide you with this Notice of our privacy practices.

3. Abide by the terms of this Notice that are currently in effect.
4. Use and disclose your health information only with your written consent, except as described in this Notice.
5. We intend to post this notice in our all waiting areas and provide each client with a copy at their first appointment

Information we share.

There are limited times when we are permitted or required to share your health information without your signed permission. We may share information or communicate:

1. With our contracted vendors to provide services to you.
2. With family members, legal representatives, or other persons responsible for your care when sharing the information is related to your care.
3. With other health care providers in the event you need emergency care.
4. With public health or federal organizations charged with preventing or controlling disease, injury, or disability.
5. To avoid a serious threat to safety.
6. To report abuse, neglect, or exploitation.
7. For approved research when personal information cannot be used to identify you.
8. With the U.S. Department of Health and Human Services to make sure that your privacy is protected.
9. For law enforcement purposes as required by law or in response to a valid subpoena.
10. Codified information may be sent to your insurance company or other entities in an attempt to secure payment for treatment.

Changes to this Notice.

We reserve the right to change our privacy practices. Anytime our privacy practices change, we will mail a revised Notice to the address you've supplied us.

Contacting us.

We welcome your questions, comments and suggestions. You may contact Maria Perriera, Chief Operating Officer at (508)997-7337, Catholic Social Services, 238 Bonney St., New Bedford, MA. Please contact the Chief Operating Officer if you believe your privacy rights have been violated. You may also file a complaint with the Secretary of Health and Human Services in Washington D.C. All complaints are investigated, and there is no retaliation for filing a complaint.