



## Health Insurance Portability and Accountability Act (HIPAA)

### Notice of Privacy Practices

*To our volunteers.* This notice describes how health information about you (as a volunteer) may be used and disclosed, and how you can get access to this health information. This is required by the Privacy Regulations created as a result of the Health Insurance Portability and Accountability Act of 1996 (HIPAA).

### Our Commitment to your privacy:

Camp Laurel Foundation, Inc. is dedicated to maintaining the privacy of your health information. We are required by law to maintain the confidentiality of this health information. We realize these laws are complicated, but we must provide you with the following important information:

### Use and disclosure of your health information in certain special circumstances:

The following circumstances may require us to use or disclose your health information:

1. To public health authorities and health oversight agencies that are authorized by law to collect information.
2. Lawsuits and similar proceedings in response to a court or administrative order.
3. If required to do so by a law enforcement official.
4. When necessary, to reduce or prevent a serious threat to your health and safety or the health and safety of another individual or the public. We will only make disclosures to a person or organization able to help prevent the threat.
5. To federal officials for intelligence and national security activities authorized by law.
6. If you are under the custody of a law enforcement official.
7. For Workers Compensation and similar programs.

### Your rights regarding your health information:

1. Communications. You can request that our organization communicate with you about your health and related issues in a particular manner or at a certain location. For instance, you may ask that we contact you at home, rather than work. We will accommodate reasonable requests.
2. You can request a restriction in our use or disclosure of your health information for treatment, payment, or health care operations. Additionally, you have the right to request that we restrict our disclosure of your health information to only certain individuals involved in your care or the payment for your care, such as family members and friends. Such request must be received in writing in the Camp Laurel office at least 72 hours prior to the start of camp. We are not required to agree to your request; however, if we do agree, we are bound by our agreement except when otherwise required by law, in emergencies, or when the information is necessary to treat you.
3. You have the right to inspect and obtain a copy of the health information that may be used to make decisions about you, including patient medical records and billing records, but not including psychotherapy notes. You must submit your request in writing to Camp Laurel Foundation, Inc.; 75 South Grand Avenue; Pasadena, CA 91105.
4. You may ask us to amend your health information if you believe it is incorrect or incomplete, and as long as the information is kept by or for our organization. To request an amendment, your request must be made in writing and submitted to Camp Laurel Foundation, Inc.; 75 South Grand Avenue; Pasadena, CA 91105. You must provide us with a reason that supports your request for amendment.
5. Right to a copy of this notice. You are entitled to receive a copy of this Notice of Privacy Practices. You may ask us to give you a copy of this notice at any time.
6. Right to file a complaint. If you believe your privacy rights have been violated, you may file a complaint with our organization or with the Secretary of the Department of Health and Human Services. To file a complaint with our organization, contact Camp Laurel Foundation, Inc.; 75 South Grand Avenue; Pasadena, CA 91105. All complaints must be submitted in writing. You will not be penalized for filing a complaint.
7. Right to provide an authorization for other uses and disclosures. Our organization will obtain your written authorization for uses and disclosures that are not identified by this notice or permitted by applicable law.
8. If you have any questions regarding this notice, please contact Camp Laurel Foundation, Inc. (626) 683-0800.

I hereby acknowledge that I have been presented with a copy of Camp Laurel Foundation, Inc.'s Notice of Privacy Practices.

Volunteer Signature:

Date:

Volunteer Name (please print):