



Effective April 14, 2003

## PRIVACY PRACTICES

**This notice is intended to inform you of your rights regarding how your medical information may be used, disclosed and how you may access this information.**

Any health information National EMS, Inc. obtains about you is considered your personal, private information. With regards to certain laws, we are committed to protecting it on your behalf. By law we are required to insure the privacy of your health information, known as a "PHI" or "protected health information".

We are required by law to have your authorization to disclose your information in certain circumstances. Unless you object, we will only utilize relevant portions of our information for the purpose of providing your health care or receiving payment for the health care that you received.

The following circumstances do not require your authorization for the release of your information:

- Subpoena, court order, warrant, summons or when required by law.
- Coroners Office or Medical Examiner.
- Workers Compensation cases.
- Training or Quality Improvement programs.
- Domestic Violence, Neglect or abuse cases.
- Any cases involving a crime.
- Disasters or cases concerning public health.

**At any time during our normal business hours, 9 AM - 4 PM, Monday thru Friday;**

You have the right to authorize or revoke the authorization you have given in regards to the release of your information and who it is released to.

You have the right to see and/or copy your personal health information.

You have the right to make corrections to your information.

You have the right to receive a list of who has received any of your information excluding information utilized for the purpose of payment, health care or to law enforcement.

**If you believe your rights have been violated, you can file a complaint with National EMS, Inc. through our privacy officer or with the Department of Health and Human Services.**

National EMS, Inc.  
ATTN: Privacy Officer  
P.O. Box 1289  
1060 Culpepper Drive  
Conyers, GA 30094  
770-922-9578

U.S. Department of Health & Human Services  
200 Independence Ave. S.W.  
Washington, D.C. 20201  
877-696-6775

**P.O. Box 1289 • Conyers, Georgia 30012 • 770-922-9578 • Fax 770-483-3759**