



ROMEOVILLE FIRE DEPARTMENT MANUAL

Other Use and Disclosure of PHI Without Authorization: The Romeoville Fire Department may disclose PHI *without* a patient's written authorization or opportunity to object in certain situations as permitted or required by federal, state, or local law.

Any other use or disclosure of PHI, other than those listed above will only be made with a patient's 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.**

ROMEOVILLE FIRE DEPARTMENT

Acknowledgment of Receipt of Notice of Privacy Practices

I hereby acknowledge that I have been provided with information of the Romeoville Fire Department's Notice of Privacy Practices for protected health information per electronic signature. **Paper copies of this notice shall be offered to all patients.**

Patient's Rights: As a patient, you have a number of rights with respect to the protection of your PHI, including:

- The right to access - Patients have a right to access, inspect, and copy most of the medical information the Romeoville Fire Department maintains about them. The Romeoville Fire Department shall provide a patient access to this information within 30 days of a request. We may also charge a reasonable fee to copy any medical information. In limited circumstances, we may deny access to medical information. Forms to request access to PHI are available in the Fire Department Administration Office at 18 Montrose Drive, Romeoville, Illinois 60446.
- The right to amend PHI - Patients has the right to request an amendment to written medical information that the Romeoville Fire Department may have about them. The Fire Department will respond to a request for information within 60 days. The Fire Department is permitted by law to deny a request to amend medical information in certain circumstances.
- The right to request an accounting of use and disclosure of PHI - Patients may request an account of certain disclosures of medical information that the Romeoville Fire Department has made in the last six years prior to the date of



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request. The Fire Department is not required to give an accounting of information used or disclosed for purposes of treatment, payment, or health care operations.

The rights to request restriction to the uses and disclosures of PHI - Patients have the right to request a restriction to the use and disclosure of medical information about them. Romeoville Fire Department is not required to agree to any restrictions requested, but any restriction agreed to by the Romeoville Fire Department is binding.

Legal Rights and Complaints - Patients have the right to complain to the Romeoville Fire Department, or to the Secretary of the United States Department of Health and Human Services if they believe their privacy rights have been violated. Patients will not be retaliated against in any way for filing a complaint with the Romeoville Fire Department or to the government.

Revisions to the Notice - Romeoville Fire Department 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 the Fire Department maintains.

To file a comment, complaint, question or request within the Romeoville Fire Department, contact:

Romeoville Fire Department
EMS Coordinator
18 Montrose Dr.
Romeoville, IL 60446
Office: 815-886-7227 x4103
Fax: 815-886-3546

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