

NOTICE OF PRIVACY PRACTICES

THIS NOTICE DESCRIBES HOW YOUR MEDICAL INFORMATION MAY BE USED AND DISCLOSED AND HOW YOU CAN GET ACCESS TO THIS INFORMATION. PLEASE REVIEW IT CAREFULLY.

The Minnesota Teamsters Service Bureau (“MNTSB”) is required by law to provide you with this Notice so that you will understand how we may use or share your information from your Designated Record Set. The Designated Record Set includes financial and health information referred to in this Notice as “Protected Health Information” (“PHI”) or simply “health information.” We are required to adhere to the terms outlined in this Notice. If you have any questions about this Notice, please contact Jean Shomphe, Executive Director/Privacy Official.

ALLOWABLE DISCLOSURES

MNTSB is permitted to make uses and disclosures of PHI for treatment, payment and health care operations, as described in the following examples:

- For treatment – Information may be shared with other MNTSB providers who are directly involved with your case. For example, a counselor or family skills worker. Information regarding your case may also be shared with the case manager from your health plan (if applicable). These disclosures are made only for the purposes of ensuring you are receiving the most appropriate care/treatment.
- For payment – Protected medical information about you may be disclosed to your insurance company for purposes of service billing and payment.
- For health care operations – Protected medical information about you may be reviewed within MNTSB for quality assurance purposes. Information may also be made available on-site for State Licensing reviews or audits by your insurance company.

MNTSB is permitted or required, under specific circumstances, to use or disclose Protected Health Information without the individual's written authorization. For example, through contracts with business associates, to provide you with appointment reminders or information about treatment alternatives or other health-related benefits and services that may be of interest to you, or as required by law.

OTHER USES OF HEALTH INFORMATION

Other uses and disclosures of health information not covered by this Notice or the laws that apply to us will be made only with your written permission, which you may revoke, in writing, at any time. You understand that we are unable to take back any disclosures we have already made with your permission, and that we are required to retain our records.

YOUR RIGHTS REGARDING HEALTH INFORMATION ABOUT YOU

Although your record is the property of the MNTSB, the information belongs to you, and you have the following rights regarding your health information:

- Right to Inspect and Copy.
- Right to Amend.
- Right to an Accounting of Disclosures.
- Right to Request Restrictions on certain uses and disclosures of PHI; however, MNTSB is not required to agree to a requested restriction.
- Right to Request Alternate Communications.
- Right to a Paper Copy of This Notice. You may obtain a copy of this Notice by visiting our website at www.mntsb.org or by contacting *Jean Shomphe, Executive Director/Privacy Official*.

CHANGES TO THIS NOTICE

MNTSB is required to abide by the terms of the Notice currently in effect. MNTSB reserves the right to change this Notice and will post a copy of the current Notice in the MNTSB and on the website.

COMPLAINTS

If you believe your privacy rights have been violated, you may file a complaint with the MNTSB or with the Secretary of the Department of Health and Human Services. To file a complaint with the MNTSB, contact *Jean Shomphe, Executive Director/Privacy Official*. All complaints must be submitted in writing. **You will not be penalized for filing a complaint.**