Your Rights Regarding Your Personal Information (Including Health Information)

You have the following rights regarding the information we maintain about you, which you may exercise by submitting a request in writing to the ACCOA program you are working with, or with the ACCOA Main Office, 807 N Barlow RD, P.O. Box 218, Lincoln, MI 48742, (989) 736-8879

Right to Revoke Authorization: You may revoke your authorization that allows us to use or disclose personal information that is not otherwise covered by this notice, or allowed under state or federal law. Any request to revoke should be in writing and may be made at any time, except to the extent that we have taken action in reliance on your written authorization. You understand that we are unable to take back any disclosures that have already been made with your authorization, and that we may retain documents that may contain information about you.

Right to Request Restrictions: You have a right to request a restriction on the information about you that we disclose for treatment, payment, or health care operations. You also have the right to request a limit on the information we disclose about you to someone who is involved in your care or the payment of your care, like a family member.

In your request, you must tell us: the information you want to limit; whether you want to limit our use, disclosure, or both; and to whom you want the limits to apply (for example, disclosures to your spouse). We are not required to agree to your requested restriction or limitation.

Right to Request Confidential Communications: If you could be endangered by our normal communication channels, you have the right to request that we communicate information to you by alternative means or at an alternative location. We will ask you the reason for your request, and we will accommodate all reasonable requests. Your request must specify how or where you wish to be contacted.

Changes to This Notice: ACCOA reserves the right to change its privacy practices and to apply the changes to any personal information received or maintained by ACCOA prior to that date. If a privacy practice is changed, a revised version will be available at www.alconaseniors.org.

To File a Complaint: If you believe that your privacy rights have been violated, you may complain to ACCOA in care of the following office: Director, 807 N Barlow RD., P.O. Box 218, Lincoln, MI 48742 (989) 736-8879.

You may also file a complaint with the Secretary of the U.S. Dept. of Health and Human Services, Hubert H. Humphrey Building, 200 Independence Avenue S.W., Washington, D.C. 20201.

ACCOA will not retaliate against you for filing a complaint.

This notice was published and became effective on February 12, 2020.

A.C.C.O.A.

Notice of Privacy Practices

Alcona County Commission on Aging

807 N Barlow RD Lincoln MI 48742
P.O. Box 218
Lincoln, MI 48742
O: 989-736-8879

Website:
www.alconaseniors.org

ALCONA COUNTY COMMISSION ON AGING

This notice describes how medical and other personal information about you may be used and disclosed by Alcona County Commission on Aging (ACCOA), and how you can get access to this information. Please review it carefully.

Protecting the privacy of your medical and other personal information is a responsibility we take very seriously. We understand that this information is personal and it is important to you that we keep it confidential. ACCOA is committed to the practices and procedures we have established to protect and keep confidential the information we obtain from you.

This Notice covers not only ACCOA, but all departments and units of ACCOA to the extent that these departments offer health care or other services; any member of a volunteer group that assists individuals receiving health care or other services; and all employees, staff, and other ACCOA personnel involved in health care services, or other services, in relation to any personally identifiable information.

Right to Inspect and Copy: You have a right to inspect and copy personal information that we maintain about you for as long as the information is on file with ACCOA. If you request a copy of the information, we may charge a cost-based fee for the copying, mailing, and other supplies.

Uses and Disclosures of Information About Your Health Without Your Authorization

Health Care Operations: We use and disclose information about you for quality assessment and improvement, insurance activities, case management, legal services, and auditing functions. These uses and disclosures are necessary to make sure our participants are receiving quality services. For example, we may use information about you to refer you to other programs for beneficial services and for program auditing purposes.

Informational Purposes: ACCOA may use your personal information to give you helpful information such as program benefit updates and consumer protection information. We may also use your information to contact you for appointment reminders.

Public Health Risks: As required by law, we may disclose information about you to public health authorities that receive information to: prevent or control disease, injury, or disability; report births and deaths; report child abuse or neglect; and notify a person who may be at risk for contracting or spreading a disease or condition.

Oversight Activities: We may disclose information about you to an agency for activities authorized by law. These activities are necessary for the government to monitor the health care system, government programs, and entities subject to civil rights laws.

Lawsuits and Disputes: If you are involved in a lawsuit or dispute, we may disclose information about you in response to a court or administrative order. We may also disclose this information in response to a subpoena or other lawful process by someone else involved in the dispute. We will make reasonable attempts to tell you about the request.

Law Enforcement: We may release information about you if asked to do so by a law enforcement official in response to a court order, subpoena, warrant, summons or similar process. We may also release information about you to law enforcement or other governmental authorities to protect us against fraud or other illegal activities.

Coroners, Medical Examiners, and Funeral Directors: We may release information about you to a coroner or medical examiner. We may also release information about you to funeral directors as necessary to carry out their duties.

Research: Under certain circumstances, we may use information about you for program research purposes subject to conditions.

Uses and Disclosures of Information About You With Your Authorization

Other uses and disclosures of information about you that are not described in this notice, or are not otherwise permitted by law, will be made only with your written authorization. You may revoke such authorization as described in this notice.