

**Ventura County Fire Protection District**  
**Health Insurance Portability and Accountability Act**  
**Notice of Privacy Practices**  
Effective *Date*: 31 October 2003

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

**WHO WILL FOLLOW THIS NOTICE:**

Any Ventura County Fire Protection District employee, volunteer, or trainee providing emergency medical services to the general public who collect, maintain, control or manage Protected Health Information (PHI) about you as part of their obligation to provide such services.

**OUR PLEDGE REGARDING MEDICAL INFORMATION:**

Ventura County Fire Protection District understands that information about you and your health is personal. We are committed to protecting your medical information. As a matter of providing emergency medical care and services we are required by law to create a record of the care provided to you by our emergency medical personnel.

This notice will tell you about the ways in which we may use and disclose medical information about you. We also describe your rights and certain obligations we have regarding the use and disclosure of medical information.

**THE COUNTY OF VENTURA FIRE PROTECTION DISTRICT IS REQUIRED BY LAW TO:**

1. Ensure that medical information that identifies you is kept private as required by law.
2. Give you this notice of our legal duties and privacy practices with respect to medical information about you.
3. Follow the terms of this notice.

**HOW WE MAY USE AND DISCLOSE MEDICAL INFORMATION ABOUT YOU:**

The following categories describe different ways that Ventura County Fire Protection personnel may use and disclose medical information. Not every use or disclosure in a category will be listed. However, all of the ways we are permitted to use and disclose information will fall within one of the categories.

**FOR TREATMENT:** The Ventura County Fire Protection District may use medical information about you to provide you with medical treatment or provide medical services.

**FOR PAYMENT:** The Ventura County Fire Protection District may use and disclose medical information about you for billing and operational purposes for the treatment and services you receive at the Hospital or other county departments.

**FOR HEALTH CARE OPERATIONS:** The Ventura County Fire Protection District may use and disclose medical information about you for County health care operations.

**INDIVIDUALS INVOLVED IN YOUR CARE OR PAYMENT FOR YOUR CARE:** The County of Ventura may release medical information about you to an immediate family member who is involved in your medical care.

**SPECIAL SITUATIONS**

**MILITARY AND VETERANS:** If you are a member of the armed forces, we may release medical information about you as required by military command authorities.

**WORKERS COMPENSATION:** The Ventura County Fire Protection District may release medical information about you as necessary to comply with law related to workers' compensation or similar programs.

**PUBLIC HEALTH ACTIVITIES:** The Ventura County Fire Protection District may disclose medical information about you to agencies involved in certain public health activities.

**HEALTH OVERSIGHT ACTIVITIES:** The Ventura County Fire Protection District may disclose medical information to any health agency for activities authorized by law. These oversight activities include audit oversights, investigations, inspections and licensure procedures. These activities are necessary for the government to monitor the health care system, government programs and compliance with civil rights laws.

**LAW ENFORCEMENT:** The Ventura County Fire Protection District may release medical information about you if asked to do so by law enforcement officials:

**CORONERS, MEDICAL EXAMINERS AND FUNERAL DIRECTORS:** The County may release medical information to a coroner or medical examiner. This may be necessary to identify a deceased person or determine the cause of death.

**YOUR RIGHTS REGARDING MEDICAL INFORMATION ABOUT YOU**

You have the following rights regarding medical information we may maintain about you:

**RIGHT TO INSPECT AND COPY:** You have the right to inspect and copy medical information that may be used to make decisions about your care.

**RIGHT TO AMEND:** If you feel that medical information we have about you is incorrect or incomplete, you may ask to amend the information.

**RIGHT TO AN ACCOUNTING OF DISCLOSURES**

**RIGHT TO REQUEST RESTRICTIONS**

**RIGHT TO A PAPER COPY OF THIS NOTICE:** You have the right to a paper copy of this notice. You may ask us to give you a copy of this notice at any time. Even if you have agreed to receive this notice electronically, you are still entitled to a paper copy of this notice.

**CHANGES TO THIS NOTICE**

The Ventura County Fire Protection District reserves the right to change this Notice of Privacy Practices as new amendments are implemented. We reserve the right to make the revised or changed notice effective for medical information we already have about you as well as any information we receive in the future. VCFPD will post a copy of the revised notice. The notice will contain on the first page the effective date.

**COMPLAINTS**

If you believe your privacy rights have been violated, you may file a complaint with the County and/or the Secretary of the Department of Health and Human Services. To file a complaint with the County, contact Dan Gremaud, Ventura County Fire Protection District, 165 Durley Ave., Camarillo, CA 93010.

*You will not be penalized for filing a complaint.*

This is an abbreviated version of the Notice of Privacy Practices. To view the complete document, go to <http://www.countyofventura.org/hipaa/index.asp>