

F L C C H C C

NOTICE OF PRIVACY PRACTICES

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

Fort Lewis College Health Center is dedicated to maintaining the privacy of your health information. We believe we maintain adequate physical, electronic and procedural safeguards to ensure the security of your personal information. You are being given this notice as a description of our legal duties and privacy practices concerning your protected health information. In general, when we need to release your information, we will only release specific, limited information to achieve the purpose for which the information is being used or disclosed. According to federal law and state statutes, Fort Lewis College Health Center must follow the privacy practices described in this notice.

We reserve the right to change these practices in accordance with the law. Changes to our privacy practices would apply to all health information that we maintain. If we change our privacy practices, you will be provided with a revised copy of the privacy notice at the time of your first visit. A complete listing of our practices is available at all times in our waiting room and on our website: <http://fortlewis.edu/hc> Click on link "Privacy Practices".

Our Goals:

- ✚ Maintain the privacy of your health information
- ✚ Provide you with a written notice that outlines your rights relating to your health information
- ✚ Assist you in designating how your health information will be used & to whom it may be disclosed

Our Services:

- ✚ Provide treatment to you or refer you for continuing treatment
- ✚ Obtain payment for services provided at the Health Center
- ✚ Operate the Health Center
- ✚ Any agency of authority that has the legal right to request/receive this information

If you have questions, want access to your health information or wish to file a complaint, please contact the Privacy Officer, Fort Lewis Health Center—170 Miller Student Services Bldg. 1000 Rim Dr., Durango, CO 81301 phone: 970-247-7355 fax: 970-247-7621

We will not retaliate against you for filing a complaint.

I acknowledge receipt of this abbreviated version of the Health Center Notice of Privacy Practices and understand how to access a complete copy at the Health Center or on the website.

Signature: _____ Date _____