



HAMILTON COUNTY
DEVELOPMENTAL DISABILITIES
SERVICES

Introduction to Privacy Practices

Your health information privacy rights

What is HIPAA?

The Health Insurance Portability and Accountability Act (HIPAA) is a federal law protecting the privacy of your health information and related records. HIPAA says that, in most cases, other people need permission from you before they can access private health information.

What is notice of privacy practices?

Hamilton County Developmental Disabilities Services has written rules that say how the agency will protect health information. These are based on federal law.

Releases signed when you accept agency services give Hamilton County DD Services permission to use your information for items listed on this postcard. You may need to sign releases for activities not listed.

To get printed copies of the complete notice of privacy practices or to request them in another format, please contact your Service and Support Administrator (SSA) or the agency's privacy officer, (513) 794-3300.



What are your privacy rights?

- Confidential communication, which means you can say how you want your health information to be shared. This includes who else can see it, where it is mailed, if phone communication is OK, or if a voicemail can be left for you.
- To see, read or copy your record.
- To ask for a correction if you think information is missing from your record or is not accurate. Most correction requests can be honored.
- To know who has seen your record. You have the right to ask for that information.

Who can see my health records?

- Service coordinators, home care staff, nurses, doctors, therapists and others who provide routine services and assistance needed for treatment.
- Insurance providers who need certain personal health information before paying bills for services.
- Staff or others who perform quality assurance reviews, accreditation and accounting visits.

When should you share private health information?

- When you ask or give Hamilton County DD Services permission to share it.
- When licensing or certification boards need to see how often and how well you were served.
- If there is an investigation of abuse or neglect.
- If the police or courts ask to see your health records.
- If you are injured at work and insurance needs the information.
- To notify disaster relief agencies.

*Hamilton County
DD Services*

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