



## COMMITMENT TO CARE AND CONFIDENTIALITY

Women's Care Center (WCC) is committed to protecting your personal health information.

**THIS NOTICE DESCRIBES HOW HEALTH INFORMATION ABOUT YOU AS A PATIENT OF WOMEN'S CARE CENTER MAY BE USED AND DISCLOSED AND HOW YOU CAN GET ACCESS TO YOUR PERSONAL HEALTH INFORMATION. PLEASE REVIEW THIS NOTICE CAREFULLY.**

### HEALTH INFORMATION THAT WE MAINTAIN ABOUT YOU

We maintain records of:

- your name
- your address
- your telephone number
- reason for visiting WCC
- clinical findings related to the condition such as results of blood test, pregnancy test, and any other diagnostic or monitoring test to ensure your safety

### COMMITMENT TO CONFIDENTIALITY REGARDING YOUR HEALTH INFORMATION

You may:

- request restrictions on certain uses and disclosures
- receive communications of personal health information by alternative means or at alternative locations
- inspect, copy and amend your personal health information held at WCC
- receive an accounting of certain disclosures (of your personal health information)
- receive a paper copy of this notice even if you have received it electronically

We only use or disclose your health information as state and federal laws require or permit. In some cases, the law requires that you authorize the disclosure. In other cases, the law allows us to disclose your health information without your authorization.

### Use and Disclosure Not Requiring Your Authorization

**Treatment:** We may use your health information for our treatment activities, such as disclosing it to healthcare providers as helpful to treat you.

**Healthcare Operations:** We may use and disclose your health information to manage our program operations, such as reviewing the quality of services you receive.

**Business Associates:** We may disclose your health information to organizations that help us with our work. We have a written agreement that requires these organizations to use your health information for only the reasons necessary to do the work, and protect it from other uses or disclosures, just like we do.

**Marketing:** We may use your health information for marketing purposes without disclosing your personal identification.

**To Contact You:** We may use the information in your health records to contact you if we have information about treatment or other health-related benefits and services that may be of interest to you.



## **Other Permitted Uses and Disclosures**

Although rare in our experience and generally not applicable due to the services provided by Women's Care Center, the following situations permits the use and disclosures of personal health information when authorized by law and to the extent that we have the information:

- comply with the requirements of federal, state, or local laws, court orders or other lawful process and for administrative or court proceedings
- report a public health authority for the purpose of preventing or controlling disease, injury, or disability
- report to the FDA for the quality, safety or effectiveness of FDA-regulated products or activities
- notify a person who may have been exposed to a communicable disease or may otherwise be at risk of contracting or spreading a disease or condition
- report abuse, neglect or domestic violence to a government authority
- provide necessary information to a health oversight agency for activities such as audits, investigations, inspections, licensure of the healthcare system, government benefit programs and regulated entities
- a law enforcement official for specified law enforcement purposes
- coroners or medical examiners for identification or determining cause of death
- funeral directors to carry out their duties with respect to the decedent
- organ procurement organizations for facilitating donation and transplantation
- researchers conducting studies approved by an Institutional Review Board
- prevent or lessen a serious and imminent threat to the health and safety of a person or the public
- authorized federal officials for specialized government functions such as military and veteran's activities; national security and intelligence activities; protective services for the president; medical suitability determinations; correctional institutions; government entities providing public benefits and
- comply with workers' compensation laws

Other uses and disclosures of your personal information require your written authorization. You may revoke your authorization at any time by doing so in writing.

**HOW YOU CAN REACH US** – If you want additional information about our commitment to care and confidentiality or if you believe Women's Care Center has violated your privacy, you may file a complaint by contacting Women's Care Center's Privacy Officer at:  
3007 Dudley Avenue, Parkersburg, WV 26104.

Women's Care Center does not retaliate against people who file a complaint.

## **Additional Protections for Certain Information**

- confidential HIV related information for which additional protections are provided by state law
- alcohol or substance abuse treatment information for which additional protections are provided by state law
- mental health treatment information for which additional protections are provided by state law