



OKLAHOMA DEPARTMENT OF HUMAN SERVICES



Privacy Notice

This notice tells how your health information can be used by the Oklahoma Department of Human Services (OKDHS). This notice also explains how you can get access to your health information.

OKDHS follows all federal and state laws to protect the privacy of your health information. This notice tells you about your rights to keep your health information private. This notice also tells you what the law allows OKDHS to do with your health information.

Health information rights

Right to inspect and copy: You have the right to see your health information that OKDHS has on record. You also have a right to get a copy of this information. You do not have the right to see psychotherapy notes. You also do not have the right to see health information needed for court or administrative actions.

Right to request an amendment: If you think the health information OKDHS has is wrong, or part is missing, you can ask OKDHS to make corrections. You must ask in writing. OKDHS can turn down the request if you do not give a reason. Your request can also be turned down if OKDHS did not create the health information or if OKDHS thinks the information is right.

Right to an accounting of disclosures: OKDHS does not have to tell you when your health information is disclosed for purposes of your medical treatment, payment for medical treatment, or operation of a health care program operated by OKDHS. If your health information is disclosed for any other reason, you will be given a list of the disclosures if you ask. You will only be given disclosures made after April 14, 2003. A maximum of six years of disclosures will be given to you.

Right to ask for limits: You can ask OKDHS to only use your health information for medical treatment, payment for medical care, or operation of a health care program. OKDHS does not have to agree to your request. If OKDHS agrees to your request, OKDHS can still use your health information to provide emergency care.

Right to request confidential communication: You can ask OKDHS to talk with you about health care in a certain way. For example, you can ask OKDHS to only call you at home. OKDHS will try to meet all reasonable requests.

Right to request a paper copy of this notice: You can have a paper copy of this notice. You can also get a copy of this notice at <http://www.okdhs.org/library/forms/>. Under category, chose HIPAA and select Form 08HI001E.

If you want to use any of these rights, send a written request to: Privacy Officer, Oklahoma Department of Human Services, P.O. Box 53025, Oklahoma City, OK, 73152. For more information, contact your worker or OKDHS health care professional.

What Oklahoma Department of Human Services (OKDHS) can do with your health information

OKDHS can use your health care information, as described below.

Treatment: People who give you health care can use your health information to design a plan of care for you. These people include nurses, doctors, therapists, and social workers. People who work for OKDHS may share your health information so they can manage your services.

Payment: OKDHS can give your health information to a health plan to pay for your services. Your health information can also be given to government programs so your benefits can be managed better. Examples of these programs are Medicaid and Workers' Compensation.

Operations: OKDHS can use your health information to make sure that you get good health care. Your health information may be given to people or companies who OKDHS pays to give you health care. These people and companies have to follow the same rules that OKDHS does about keeping your health information private.

Other government agencies providing benefits or services: OKDHS can give your health information to other government agencies that are giving you benefits. OKDHS will do this only if it is needed for you to get benefits.

Health oversight activities: OKDHS can share your health information with other agencies when required by law for oversight activities. Examples of oversight activities are audits and inspections.

Law enforcement: OKDHS will give health information to a law enforcement official only when required by state or federal law.

Coroners, medical examiners, and funeral directors: OKDHS will give health information to a coroner, medical examiner, or funeral director when required by law.

Organ donors: If you are an organ donor, OKDHS can give your health information to an organization that participates in organ donation or transplant.

Stop a serious threat to health or safety: OKDHS can give your health information to stop a serious threat to the health and safety of you or someone else.

Military: If you are a veteran, or a current member of the armed forces, OKDHS can be made to give your health information to the military or Veterans Administration.

When required by law: OKDHS will give your health information when federal, state, or local law requires.

This notice is effective April 14, 2003