

## **Catholic Charities**

### **NOTICE OF PRIVACY PRACTICES**

We are required by law to provide this Notice of Privacy Practices to you and obtain your acknowledgement of its receipt prior to providing any services to you. Law requires us to:

- Make sure that information that identifies you is kept private;
- Inform you of our legal duties and privacy practices with respect to your personal information; and
- Abide by the terms of the Notice that are currently in effect.

### **WHO WILL FOLLOW THIS NOTICE**

- All Catholic Charities' programs
- All staff of Catholic Charities.
- Any volunteer working at Catholic Charities.
- Any health care professional authorized access to your information.

### **YOUR RIGHTS REGARDING YOUR HEALTH INFORMATION**

- Right to inspect and receive a copy of your information,
- Right to request amendment of your information,
- Right to an accounting of disclosures,
- Right to request restrictions on certain uses and disclosures,
- Right to request alternative means of communication,
- Right to receive a copy of our Notice of Privacy Practices,
- Right to file a complaint without being penalized.

### **USES AND DISCLOSURES OF INFORMATION**

We may use and / or disclose your information:

For Treatment. We may use information about you to provide you with medical treatment, care or services. We may use or disclose your information to a physician or other healthcare providers providing services to you. We will, however, give you an opportunity to restrict such communications.

For Payment. We may use and disclose your information to obtain payment for services rendered, or to verify coverage of treatment. Information may be disclosed to our outsourced billing entities

Appointment Reminders to individuals involved.

Individuals Involved in Your Care or Payment for Your Care.

To Support Health Care Operations. So that we may improve services.

Surveys, Marketing & Fund Raising Efforts. - Assessment of your satisfaction with our services or to provide you with information about our services and operations.

To our Business Associates. Catholic Charities safeguards your information through our Business Associate Agreement with all contract personnel, professionals, accreditation and licensing authorities.

As Required by Law. We will disclose health information about you when required to do so by federal, state or local law.

To Avert a Serious Threat to Health or Safety of our client (s).

### **SPECIAL SITUATIONS**

We may disclose your information for:

Organ and Tissue Donation. As necessary to facilitate organ or tissue donation and transplantation.

Military and Veterans. Information as required by military command

Workers' Compensation covered injuries / illnesses.

Public Health Risks as required by law, such as:

- To prevent or control disease, injury or disability; possible exposure to a disease or prevention of contracting or spreading a disease or condition; or
- To report births and deaths;
- To report reactions to medications or problems with products;
- Notification of product recalls.
- To report abuse or neglect;

- To notify the appropriate government authority if we believe a client has been the victim of abuse, neglect or domestic violence. We will only make this disclosure if you agree or when otherwise required or authorized by law.

Health Oversight Activities. As authorized by law.

Lawsuits and Disputes. But only if efforts have been made to tell you about the request or to obtain an order protecting the information requested.

Law Enforcement. Release of information if asked to do so by a law enforcement official under these circumstances:

- In response to a court order, subpoena, warrant, summons or similar process;
- To identify or locate a suspect, fugitive, material witness or missing person;
- About the victim of a crime if, under certain limited circumstances, we are unable to obtain the person's agreement;
- About a death we believe may be the result of criminal conduct;
- About possible criminal conduct at our health care agencies; and
- In emergency circumstances to report a crime; the location of the crime or victims; or the identity, description or location of the person who committed the crime.

Coroners, Medical Examiners and Funeral Directors.

National Security and Intelligence Activities. As authorized by law.

Protective Services for the President and Others.

Inmates/Persons in Custody. Health information about you may be released to the correctional institution or law enforcement official (1) to provide you with health care; (2) to protect the health and safety of you or others; or (3) for the safety and security of the correctional institution.

### **OTHER USES OF HEALTH INFORMATION**

Other uses and disclosures require your written authorization. This authorization may be revoked or amended at any time by you.

## **CHANGES TO THIS NOTICE**

We reserve the right to change this notice at any time.

## **COMPLAINTS**

If you believe your rights with respect to health information about you have been violated by Catholic Charities, you may file a complaint with Catholic Charities by contacting the person listed below or with the Secretary of the Department of Health and Human Services. All complaints must be submitted in writing.

Maintaining the privacy of your health information is very important to us. If you have any questions, concerns or would like more information about this notice, please contact:

Patti Clevenger,  
532 North Broadway  
Wichita, Kansas 67214  
(316) 264-8344, Ext. 250  
(316) 264-4442, Fax  
[pclevenger@catholiccharitieswichita.org](mailto:pclevenger@catholiccharitieswichita.org)

You will not be penalized in any way for filing a complaint.

## **ACKNOWLEDGEMENT**

We are required by law to make a good faith effort to provide you with our Notice and obtain a written acknowledgement of receipt from you. However, your care and treatment by our health care agencies is not conditional upon your providing the written acknowledgement.

## **OUR PLEDGE:**

We respect our clients' privacy of personal information and are committed to maintaining our clients' confidentiality in a manner consistent with Catholic Charities' policies and applicable law. This information is collected to provide you with quality service and to comply with legal and statistical requirements.

Catholic Charities, Inc.  
532 North Broadway  
Wichita, KS. 67214  
(316) 264-8344  
[www.wkscatholiccharities.org](http://www.wkscatholiccharities.org)

## **CATHOLIC CHARITIES NOTICE OF PRIVACY PRACTICES**

**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**

### **Mission**

To demonstrate the Gospel values of love and justice through service, education, advocacy and collaboration. This agency serves persons of every faith, personal belief, race, age, nationality and ability. It is an equal opportunity employer.



Serving all people  
Helping renew lives