

Summary of the NOTICE OF PRIVACY PRACTICES



THIS SUMMARY PROVIDES A GENERAL OUTLINE OF HOW MEDICAL INFORMATION ABOUT YOU MAY BE USED AND DISCLOSED AND HOW YOU CAN GET ACCESS TO THIS INFORMATION.

please review it carefully

Summary of Privacy Practices

This Paper Tells You How We Can Use Information About You and What We Can Tell To Others. It also tells You How You Can See Your Information. The DeKalb Community Service Board (DCSB) doesn't share the health information about people who get services from the DCSB.

This means DCSB doesn't share:

- Information that will tell people who you are or where you live
- Information about your physical or mental health or condition,
- Information about any of the services you are receiving, or
- Information about how your services are paid for.

We don't share information about you from the past. We don't share information about things that are happening today. We also won't share information about your plans for the future.

If you sign a consent form, we can give and or receive information about you to and from others. For example:

- Other people who provide services to you.
- Whoever pays for your services.

You don't have to sign the consent form.

If you don't sign the consent form, it may be hard for us to provide some services to you.

You may ask to have some your health information not shared with other people. DCSB doesn't have to agree with you about not sharing this information, but if we do agree, then we won't share the information.

Also, there may be some special times when we have to use information about you even if you haven't give us permission to do so. Some examples;

- If you are not safe to take care of yourself or if you try to hurt someone else or someone else is trying to hurt you;
- If you are sick or hurt and may need emergency care;
- If you have serious disease that other people can catch;
- If you tell us about child abuse or about an adult who is incapacitated being abused;
- If you have a living will or advance directive;
- If a court gives us an order.

You can look at your health information and you may amend it if you don't think it's correct. You also have the right to get a paper copy of your health care information (a fee is charged for this). Please call the DCSB Health Record Scanning Department at 404-508-7714. We will tell you what you need to do in order to get copies. We can also tell you to whom we gave information about you. We keep a record of anyone who has received your health information.

If you want more information about your Privacy Rights or our Privacy Practices, you may ask for a copy of the entire DCSB NOTICE of PRIVACY PRACTICES and it will be provided to you or you can get it from the DCSB Website - www.dcsb.org.

If you think we haven't followed the rules, you may contact the DCSB Privacy Officer at the Ethics & Compliance Hotline (404-508-7822) or write to the DCSB Privacy Officer, 445 Winn Way, Decatur, GA 30030. We will not retaliate against you if you file a complaint of any kind.