

**NTAWV QHIA TXOG COV KEV UA LOS CEEV NTAUB NTAWV
RAU TUS TSWV CUAB COV LUS QHIA UAS TSI PUB LWM TUS PAUB
NOTICE OF PRIVACY PRACTICES FOR CLIENT CONFIDENTIAL INFORMATION
Pib Siv lub Plaub Hlis Ntuj Hnub Tim 14, 2003**

Txoj cai hais tias DSHS yuav tsum hais qhia koj paub txog cov cai koj muaj rau kev ceev ntaub ntawv. Daim ntawv hais qhia paub nov tsis txauv txav tej kev pab uas koj tsim nyog txais los ntawm DSHS.

Daim ntawv qhia paub no piav txog tias cov kev siv thiab qhib tawm koj cov ntaub ntawv kho mob thiab lwm yam ntaub ntawv txog koj uas tsis pub lwm tus neeg paub yog muaj li cas thiab saib yuav ua li cas koj thiaj saib tau cov lus qhia nov. Thov nyeem cov lus no kom zoo.

DSHS muaj cov lus uas tsis pub lwm tus neeg paub dab tsi txog kuv?

Tej zaum koj tab tom rau npe thov, lossis tab tom koom tes nrog, DSHS cov kev ua haujlwm uas muab kev pab lossis kev ua haujlwm pab. Raws li ib yam ntawm txoj kev ua no, tej zaum koj yuav tsum tau muab cov lus qhia uas tsis pub lwm tus neeg paub xws li lus qhia txog chaw nyob, nyiaj txiag, thiab kev kho mob. Thiab tej zaum peb yuav txais tau lus qhia uas tsis pub lwm tus neeg paub txog koj los ntawm lwm qhov chaw uas peb yuav tsum tau muaj thiaj ua tau haujlwm rau koj lossis muab kev them rau koj txoj kev tu mob.

Leej twg thiaj pom tau kuv cov lus qhia uas tsis pub lwm tus neeg paub ntawd?

Peb tsuas pom cov lus qhia tsis pub lwm tus neeg paub ntawd kom txaus rau peb ua peb cov haujlwm xwb. Peb yuav muab cov lus qhia rau lwm cov chaw lossis lwm cov neeg uas pab ua haujlwm yog tias txoj cai tso lus lossis koj tso cai. Piv txwv hais tias, tej zaum yuav muab cov lus qhia uas tsis pub lwm tus paub txog koj txoj kev kho mob rau cov neeg kho mob thiab lwm tus neeg uas tu koj tau siv. Peb yuav muab tau cov lus qhia txog yav tas los, tam sim no, thiab yav pem suab.

DSHS muab cov lus qhia dab tsi rau lwm tus?

Peb tsuas muab cov lus qhia txog koj rau lwm tus uas yuav tsum tau muaj cov lus qhia ntawd mus ua lawv cov haujlwm xwb. Koj hais tau kom peb muab ib daim ntawv uas sau cov chaw uas peb tau xa koj cov lus qhia txog kev kho mob rau lawd rau koj.

Thaum twg DSHS thiaj muab cov lus qhia uas tsis pub lwm tus neeg paub rau lwm tus?

Peb khaws lus qhia cia thiab muab lus qhia mus soj ntsuam kev kho mob, kev them, thiab kev ua haujlwm ntawm cov chaw pab haujlwm. Peb muab tau lus qhia mus:

- Xam saib puas tsim nyog kho mob.
- Them rau cov kev pab los ntawm cov neeg kho mob.
- Xam koj txoj kev tsim nyog tau nyiaj los sis kev pab.
- Ntsuas txoj kev tu uas koj txais los ntawm cov neeg kho mob saib zoo npaum cas.

Kuv thov saib cov lus qhia txog kuv puas tau?

Koj saib tau cov lus qhia uas peb muaj txog koj. Yog tias koj muaj ntaub ntawv nyob tshaj ib ceg chaw ua haujlwm hauv DSHS, koj yuav tsum hais qhia peb saib koj xav saib cov ntaub ntawv twg. Yog tias koj nug, koj yuav tau txais ib daim ntawv luam ntawm cov ntaub ntawv ntawd. Tej zaum DSHS yuav hais kom koj them tus nqi tes ntawm cov ntawv luam ntawm koj cov ntaub ntawv.

Kuv thov pauv kuv cov ntaub ntawv puas tau?

Yog koj xav tias cov lus qhia txog kev kho mob hauv koj cov ntaub ntawv tsis yog lawm, koj sau tau ib daim ntawv xa tuaj hais kom peb kho lossis ntiv lus qhia tshiab rau. Thiab koj hais tau kom peb xa lus kho ntiv mus rau lwm cov neeg uas tau txais ntawv luam ntawm koj cov ntaub ntawv lawm.

Yog tias lwm tus neeg xav tau kuv cov lus qhia uas tsis pub lwm tus paub neb?

Tej zaum peb yuav hais kom koj suam npe rau ib daim ntawv tso cai kam tso koj cov lus qhia mus rau lwm tus yog tias:

- DSHS yuav tsum tau xa lus qhia mus rau lwm cov chaw;
- Koj xav kom peb xa lus qhia mus rau lwm lub chaw pab haujlwm lossis lwm tus neeg kho mob;
- Koj xav kom xa lus qhia mus rau lwm tus neeg xws li koj tus kws hais plaub, ib tus txheeb ze lossis lwm tus neeg sawv cev.

Koj qhov kev tso cai muab tawm koj cov lus qhia yuav siv tau mus txog thaum hnub uas koj sau rau hauv daim ntawv tso cai. Peb tsuas tso tawm tau cov lus qhia uas koj sau rau hauv daim ntawv xwb. Koj sau ntawv tuaj rho lossis pauv txoj kev tso cai nov tau.

DSHS NTAWV QHIA TXOG COV KEV UA LOS CEEV NTAUB NTAWV RAU COV LUS QHIA UAS TSIS PUB LWM TUS PAUB
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Puas yog lawv yeej muab tau kuv cov lus qhia rau lwm tus txawm tias kuv tsis tso cai?

Yog, muaj tej lub sijhawm peb yuav muab tau cov lus qhia uas tsis pub lwm tus neeg paub mus rau lwm tus tsis tas koj tso cai li. Raws kev cai lij choj, peb yuav tsum, muaj tej lub sijhawm, tau muab cov lus qhia txog koj uas tsis pub lwm tus neeg paub rau lwm tus, txawm tias koj tsis tso cai los yeej tau li. Ib co sijhawm zoo li no yog:

- Hais qhia kev tshwm sim ntawm kev ua phem lossis tsis zov tej menyuam lossis tej neeg laus mus rau tub ceev xwm lossis lwm cov chaw pab haujlwm;
- Muab ntaub ntawv thaum twg lub chaw hais plaub hais kom muab;
- Muab lus qhia mus rau lwm cov chaw pab haujlwm uas kuaj xyuas DSHS tej kev ua dejnum;
- Muab lus qhia rau tseem fwm cov chaw pab haujlwm uas ua ntawv tso cai rau chaw kho mob thiab kuaj chaw kho mob, xws li cov tsev tu neeg mob thiab tsev kho mob;
- Muab lus qhia uas yuav tsum tau muaj los ntawm cov neeg kho mob lossis lwm cov chaw pab haujlwm mus xam saib koj puas tsim nyog tau kev pab haujlwm lossis kev pab;
- Muab tej yam lus qhia rau cov niam txiv lossis cov neeg tsom kwm ntawm cov menyuam yaus uas tsis tau muaj noob nyoog;
- Siv lus qhia rau kev siv ua haujlwm tshawb nrhiav.

Kuv txwv puas tau qhov kev tso tawm kuv cov lus qhia thiab qhov kuv txais nws?

Koj hais tau kom peb txo kev siv thiab kev muab koj cov lus qhia txog kev kho mob tawm tiam sis peb tsis tas yuav pom zoo nrog koj. Thiab koj hais tau kom peb xa cov lus qhia nov tuaj rau koj raws lwm yam lus sau lossis xa mus rau lwm lub chaw txawv.

Kuv xav yuav ib daim ntawv luam ntawm daim ntawv hais qhia paub nov puas tau?

Tau. Daim ntawv hais qhia paub nov yog koj li coj mus khaws cia. Yog tias koj tau txais daim ntawv hais qhia paub nov hauv koospistawj, koj hais tau kom muab luam ua ib daim ntawv rau koj ces peb yuav muab ib daim rau koj.

Yog tias cov kev uas ua kev tsis pub lwm tus neeg pom ntawd pauv ne?

Peb muaj cai pauv cov kev ua hauv daim ntawv hais qhia paub nov. Yog tias txoj kev cai lij choj pauv, peb yuav xa ib daim ntawv hais qhia paub tshiab txog cov kev pauv ntawd tuaj rau koj.

Kuv yuav nug leej twg yog tias kuv muaj lus nug txog daim ntawv hais qhia paub nov lossis kuv cov cai?

Yog tias koj muaj lus nug dab tsi txog daim ntawv hais qhia paub nov, thov nug tus neeg uas muab daim ntawv rau koj. Yog tias koj xav tau kev pab ntxiv, koj hu tau tus DSHS Privacy Officer ntawm (360) 902-8278.

Kuv yuav ua li cas mus tshaj hais qhia txog ib qho kev ua yuam kuv cov cai txog kev ceev ntaub ntawv?

Yog koj ntseeg tias koj cov cai txog kev ceev ntaub ntawv raug yuam lawm koj sau tau ib daim ntawv tuaj yws rau:

The DSHS Privacy Officer, Department of Social and Health Services, PO Box 45115, Olympia WA 98504-5115. Yog tias koj sau ib daim ntawv yws, DSHS yuav tsis pauv lossis txiav cov kev ua haujlwm lossis kev pab rau koj thiab yuav tsis sib pauj kev npau taws rov rau koj.

LOSSIS

The Secretary, Department of Health and Human Services (DHHS), 2000 Independence Avenue, Washington, D.C. 20201. Txhua yam kev yws uas sau mus rau lub DHHS yuav tsum sau mus tsis pub dhau 180 hnub ntawm txoj kev yuam cov kev ceev ntaub ntawv.



DSHS NTAWV QHIA TXOG COV KEV UA LOS CEEV NTAUB NTAWV RAU COV LUS QHIA
UAS TSIS PUB LWM TUS PAUB
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**KEV LEES PAUB
ACKNOWLEDGEMENT**

TUS TSWV CUAB LUP NPE (THOV SAU KOM ZOO)	HNUB YUG
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Kuv tau txais ib daim ntawv luam ntawm DSHS Daim Ntawv Qhia txog Kev Ceev Ntaub Ntawv lawm thiab twb tau muaj caij nyoog nug cov lus nug txog saib kuv cov lus qhia txog kev kho mob uas tsis pub lwm tus paub ntawd yuav coj mus siv li cas thiab yuav muab sib koom siv li cas los ntawm DSHS.

TUS TSWV CUAB LOSSIS NWS TUS NEEG SAWV CEV LUB NPE SUAM	HNUB TIM
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FOR DSHS USE ONLY

To be completed if unable to obtain client's or personal representative's signature.

Describe efforts made to have the client acknowledge receipt of the Notice of Privacy Practices (NPP):

Describe reason why acknowledgement was not obtained:

STAFF MEMBER'S NAME AND TITLE (PLEASE PRINT)	ADMINISTRATION/DIVISION
STAFF'S SIGNATURE	DATE