DSHS Notice of Privacy Practices for Client Medical Information Submitted on 23, 2013

DSHS will maintain the privacy of your protected health information (PHI) in our records and other forms of communication for as long as we are allowed to do so by HIPAA regulations. DSHS will use and disclose PHI to perform the duties of its agency. DSHS will use and disclose PHI to our contractors or agents who provide services to DSHS as long as we are required to do so by applicable law.

PHI may include:
- your name
- address
- phone number
- Social Security number
- your date of birth
- medical information
- psychological information
- genetic information
- health insurance information
- treatment information
- drug addiction and alcoholism information
- disability information
- your religious beliefs
- your ethnicity
- your sexual orientation

When we disclose PHI to a health care provider or a hospital, we may use or disclose PHI to the other party for the treatment of you. This may include sharing your PHI with another DRP or other entity that takes the place of another DRP.

PHI may be used or disclosed for other purposes, such as for the training of new staff, for the improvement of the quality of care we provide, or for research purposes. We must get your written consent for such uses or disclosures unless we are legally required to do so.

DSHS will not sell PHI to someone without your permission. We may, however, disclose PHI to another state or local government agency if we believe it is necessary to report a case of abuse, neglect, or exploitation of a child or elder. We may also disclose PHI to a law enforcement agency if we believe it is necessary to prevent a crime, to protect a victim, or to otherwise protect human safety.

If you have any questions about this Notice or the privacy practices of DSHS, please contact the DSHS Privacy Officer at 1-800-252-1644. You may also write to the DSHS Privacy Officer at P.O. Box 39116, Olympia, WA 98503-9116.

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