



COLORADO COLLEGE  
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## 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.*

### USES AND DISCLOSURE OF HEALTH INFORMATION

This Notice of Privacy Practices describes how BOETTCHER HEALTH CENTER may use and disclose your protected health information to carry out treatment, payment or health care operations and for other purposes that are permitted or required by law. It also describes your rights to access and control your protected health information. "Protected Health Information" is private information about you, including demographic information, that may identify you and that relates to your past, present or future physical or mental health or condition and related health care services.

#### UNDERSTANDING YOUR HEALTH RECORD/INFORMATION:

Each time you visit a healthcare provider, nurse, or counselor, a record of your visit is made. Typically, this record contains your symptoms, examination and test results, diagnoses, treatment, and a plan for future care or treatment. This information, often referred to as your health or medical record, serves as a:

- basis for planning your care and treatment
- means of communication among the many health professionals who contribute to your care
- legal document describing the care you received
- means by which you or a third-party payer can verify that services billed were actually provided
- a tool in educating health professionals and a source of data for medical research
- a source of information for public health officials charged with improving the health of the nation
- a source of data for facility planning and marketing
- a tool with which we can assess and continually work to improve the care we render and the outcomes we achieve
- understanding what is in your record and how your health information is used helps you to:
  - ensure its accuracy
  - better understand who, what, when, where, and why others may access your health information
  - make more informed decisions when authorizing disclosure to others

#### YOUR HEALTH INFORMATION RIGHTS:

Although your health record is the physical property of BOETTCHER HEALTH CENTER, the information belongs to you. You have the right to:

- request a restriction on certain uses and disclosures of your information
- request to inspect and obtain a copy of your health record
- request changes or amendments to your health record
- obtain an accounting of disclosures of your health information
- request communications of your health information by alternative means and alternative locations
- revoke your authorization to use or disclose health information except to the extent that action has already been taken

#### BOETTCHER HEALTH CENTER RESPONSIBILITIES

BOETTCHER HEALTH CENTER is required to:

- provide you with a notice as to our legal duties and privacy practices with respect to information we collect and maintain about you
- maintain the privacy of your health information
- notify you if we are unable to agree to a requested restriction

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BOETTCHER HEALTH CENTER  
1106 North Cascade Avenue, Colorado Springs, Colorado 80903  
719-389-6384 tel 719-389-6928 fax  
[www.ColoradoCollege.edu](http://www.ColoradoCollege.edu)

- accommodate reasonable requests you may have to communicate health information by alternative means or at alternative locations
- abide by the terms of this notice

We reserve the right to change our practices and to make the new provisions effective for all protected health information we maintain. Should our information practices change, revised notices will be posted in our office and available upon request or by accessing our website at [www.coloradocollege.edu/students/current/boettcher](http://www.coloradocollege.edu/students/current/boettcher). We will not use or disclose your health information without your authorization, except as described in this notice.

EXAMPLES OF HOW YOUR HEALTH INFORMATION MAY BE USED:

We will use your health information for treatment.

For example: Information obtained by a nurse, physician assistant, nurse practitioner, counselor, or other member of your healthcare team will be recorded in your patient record and used to determine the course of treatment that should work best for you. Your clinician will document in your record the actions they took and their observations. In that way, the physician will know how you are responding to treatment.

We will use your health information for payment.

For example: A bill may be sent to you or a third-party payer. The information on or accompanying the bill may include information that identifies you, as well as your diagnosis, procedures, and supplies used.

We will use your health information for regular health operations.

For example: The BHC Administrative Team, members of the BHC staff, or members of the Quality Assurance Committee may use information in your health record to assess the care and outcomes in your case and others like it. This information will then be used in an effort to continually improve the quality and effectiveness of the healthcare and service we provide.

Other Permitted or Required Uses and Disclosures

BOETTCHER HEALTH CENTER may also use or disclose your protected health information, in compliance with the guidelines outlined by law, for the following purposes:

- Providing you with information related to your health;
- Contacting you regarding appointments, information about treatment alternatives, or other health related services;
- Incidental uses or disclosures (e.g., listing your name on a sign-in sheet, etc.);
- Compliance with all laws (including reports of suspected abuse, neglect or violence);
- Providing certain specified information to law enforcement or correctional institutions;
- Providing information to a coroner, medical examiner, funeral director, or organ procurement organization;
- Public health activities when requested by a public health authority or the FDA;
- Responding to health oversight agencies;
- Responding to court or administrative tribunal orders, subpoenas, discovery requests or other lawful process;
- Research activities;
- When necessary to avert a serious threat to health or safety;
- Military affairs, veteran affairs, national security, intelligence, Department of State, or presidential protective service activities;
- Providing information regarding your location, general condition or death to public or private disaster relief agencies;
- Informing a family member, other relative, or close personal friend when:
  - Information is relevant to the individual's involvement with your care;
  - Notification of your location, general condition or death;
  - To assist in your health care (e.g., pick-up prescriptions or other documents, note follow-up care instructions, etc.).

FOR MORE INFORMATION OR TO REPORT A PROBLEM

If you have questions, would like additional information, or believe your privacy rights have been violated, you may make a complaint by contacting Janet Teel, Medical Office Manager, The Colorado College, Boettcher Health Center, 1106 North Cascade Avenue, Colorado Springs, CO, 80903, (719) 389-6384; or the Secretary for the Department of Health and Human Services. **You will not be penalized for filing a complaint.**