

Putnam County Council on Aging, Inc.
Notice of Privacy Practices
(HIPPA: Health Insurance Portability and Accountability Act—1996)

1. The Putnam County Council on Aging is required by Federal law to maintain the privacy of any health care information it receives and must provide individuals with notice of its legal duties and privacy practices relating to such information.
2. The medical information received from you will be utilized by the PCCOA in disclosing to other agencies or providers in order to provide service delivery to you.
3. Your information may be disclosed without your written consent **only** if you have been informed in advance of the use or disclosure and have had the opportunity to agree to the disclosure or to prohibit or restrict the disclosure.

Authorization is not required to disclose information to a public health authority authorized to receive such information and also for judicial or administrative proceedings.

4. Any other uses or disclosures of information other than number (2) above will be made only with your written authorization, which may be revoked by you.
5. In regard to any information or disclosures about you, you have the right to:
 - a. Request restrictions on the information or disclosure;
 - b. Receive confidential communication of protected health care information;
 - c. Inspect and copy health care information about you;
 - d. Amend information about you;
 - e. Receive an accounting of the different disclosures of your health care information
6. PCCOA is required to abide by the terms of this notice and may not receive or disclose health care information in a manner that conflicts with the requirements of this notice.
7. PCCOA does reserve the right to change the terms of this notice at any time. Should we revise or change our Privacy notice, we will post a copy of the new or revised notice in our office lobby. You may obtain a copy of the revised notice from our office.
8. Any individual that believes their privacy rights have been violated by PCCOA may file a complaint with the PCCOA Privacy Officer, Jodi Warnecke, 1425 E. 4th St., Ottawa, OH 45875, 419-523-4121. You may also file a complaint with: U.S. Department of Health and Human Services, 200 Independence Ave S.W., Washington, D.C. 20201; toll-free 1-877-696-6775.

There shall be no retaliation in the provision of services or in any other fashion against any individuals who files such a complaint.