



**Benzie-Leelanau**  
**DISTRICT HEALTH DEPARTMENT**  
*CARING FOR OUR COMMUNITIES*

Benzie County Office  
6051 Frankfort Hwy, Ste 100  
Benzonia, MI 49616

Phone: 231-882-4409  
Fax: 231-882-0143

Leelanau County Office  
7401 E. Duck Lake Rd  
Lake Leelanau, MI 49653

Phone: 231-256-0200  
Fax: 231-882-0143

[www.bldhd.org](http://www.bldhd.org)

## PERSONAL HEALTH DIVISION

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### NOTICE OF PRIVACY PRACTICES

#### Our Privacy Commitment to You

We care about your privacy. The information we collect about you is private. We are required to maintain the privacy and security of your Protected Health Information, provide you with a copy of your privacy practices, and follow the duties and privacy practices required by law. We will let you know promptly if a breach occurs that may have compromised the privacy or security of your information.

Only people who have both the need and the legal right may see your information. With your written permission we will disclose your information for purposes of treatment, payment, business operations or when we are required by law to do so. We may contact you to provide appointment reminders or to share information about other health services.

#### Treatment

We may disclose medical information about you to coordinate your health care. For example, between your health department nurse and your physician.

#### Payment

We may use and disclose information to your health insurance plan so that your care can be paid.

#### Business Operations

We may need to use and disclose information for our business operations. For example, to review the quality of care you received.

#### Exceptions

For certain kinds of records, your permission may be needed even for release for treatment, payment, and business operations.

#### As Required by Law

We will release information when we are required by law to do so. Examples of such releases would be for law enforcement or national security purposes, subpoenas or other court orders, communicable disease reporting, review of our activities by government agencies, or to avert a serious threat to health or safety.

#### With Your Permission

If you give us permission in writing, we may use and disclose your personal information. If you give us permission, you have the right to change your mind and revoke it. This must also be in writing. We cannot take back any uses or disclosures already made with your permission prior to revoking the release.

#### Your Privacy Rights

You have the following rights regarding the health information that we have about you. Your requests must be made in writing to the Benzie-Leelanau District Health Department. There are limitations to receiving copies of records.

- Your right to inspect and copy: In most cases, you have the right to look at or get copies of your records. You may be charged a fee for the cost of copying your records.
- Your right to amend: You may ask us to change your records if you feel that there is a mistake. We can deny your request for certain reasons, but we must give you a written reason for denial.
- Your right to a list of disclosures: You have the right to ask for a list of disclosures of Protected Health Information made for purposes other than treatment, payment, or health care operations. The list will not include information provided directly to you or your family, or information that was sent with your authorization.
- Your right to request restrictions on our use or disclosure of information: You have the right to ask for limits on how your information is used or disclosed. We are not required to agree to such requests.
- Your right to request confidential communication: You have the right to ask that we share information with you in a certain way or in a certain place, such as asking us to send information to your work address instead of your home address. You do not have to explain the basis for your request. We will accommodate reasonable requests.

#### How To Use Your Rights Under this Notice

If you want to use your rights under this notice, you may call or write us. We can help you prepare a written request.

If you want to exercise your rights under this notice or if you wish to communicate with us about privacy issues or if you wish to file a complaint, you can contact:

Privacy Officer  
Benzie-Leelanau District Health Department  
7401 E. Duck Lake Rd  
Lake Leelanau, MI 49653  
231-256-0200

Complaints to the Federal Government: If you believe that your privacy rights have been violated, you have the right to file a complaint with the federal government:

Office of Civil Rights  
Dept of Health and Human Services  
200 Independence Avenue S.W.  
Washington, D.C. 20201  
1-877-696-6775  
[www.hhs.gov/ocr/privacy/hipaa/complaints/](http://www.hhs.gov/ocr/privacy/hipaa/complaints/)

You will not be penalized for filing a complaint.

#### Changes to this Notice

We reserve the right to change this notice. A revised notice will be effective for medical information we already have about you as well as any information we may receive in the future. We are required by law to comply with whatever notice is currently in effect. If changes are material, a new notice will be mailed to you before it takes effect.

#### Copies of this Notice

You have the right to receive an additional copy of this notice at any time. Even if you have agreed to receive this notice electronically, you are still entitled to a paper copy of this notice. Please call or write us to request a copy.