

Effective Date: February 23, 2011

NOTICE OF PRIVACY PRACTICES for Personal Health Information

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.

Active Aging, Inc. serves Crawford County citizens through many programs. We are committed to keeping your personal health information private and secure. We are required by law to keep your health information private and confidential, to give you this notice, and to do what we say in the notice. If there are changes to this notice, we will mail you a new notice.

CONFIDENTIALITY AND USES OF YOUR INFORMATION:

Active Aging, Inc. may use or share your health information for:

- Treatment – to get you the health services that you need. For example, we may share information with your doctor or in-home service providers to take care of you.
- Payment – to get payment or to pay for services you receive.
- Health care operations – to coordinate and manage services for you. For example, we may use information to help decide what services we should offer in the future.
- Your permission – You may also give us your written permission to use or share information for any purpose. You can change your permission, in writing, at any time. We cannot use or share your information for reasons other than what is listed in this Notice, unless you give us permission.

**IF YOU WANT THIS NOTICE
IN LARGE PRINT,
PLEASE ASK.**

OTHER USES OF YOUR INFORMATION NOT REQUIRING YOUR PERMISSION:

There are other reasons that we may, or are required to, use or share your health information:

- National security, military and veterans – for national security or intelligence. Also health information can be given to the appropriate military authorities if you are or have been in the U.S. armed forces.
- Public health - when you have been exposed to a disease or may be at risk for spreading the disease.
- By law, for law enforcement, or court order – when we are required by law, for law enforcement purposes or in response to a subpoena or court order.
- Emergency care, disaster relief or to avoid harm – to provide emergency care, disaster relief and/or to prevent a serious threat to the health and safety of a person or the public, including those in the corrections system.
- Family, friends and others – to tell a family member or friend of your general condition and where you are. Also, when you agree in advance, we can share information with family and friends involved in your medical care or paying for that care.
- Worker's compensation – to process benefits for workers' compensation.

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Active Aging, Inc. - Notice of Privacy Practices

YOUR RIGHTS TO PRIVACY

- **Right to see and/or get copies of your health information records.** You may be charged a fee for copies.
- **Right to request that an amendment be made to your records.**
- **Right to request that we limit how your information is used or shared.** However, we do not have to agree to your request.
- **Right to take back permission.** You can change your permission to share, or limit the sharing, of your health information.
- **Right to confidential communications.** You can request that we send mail to another address or call you at another phone number, for example.
- **Right to receive a list of whom we've shared your health information with after February 23, 2011.** This list would not include sharing for treatment, payment, or operations; or those made with your permission.
- **Right to get a paper copy of this Notice.**
- **Right to file a complaint.**

FOR MORE INFORMATION

If you have questions or want more information, call or write:

**Active Aging, Inc.
Privacy Officer
1034 Park Avenue
Meadville, PA 16335
814-336-1792**

TO REPORT A PROBLEM

If you feel your privacy rights have been violated, you may write to:

**Active Aging, Inc.
Privacy Officer
1034 Park Avenue
Meadville, PA 16335
814-336-1792**

You may also file a complaint with:

U.S. Department of Health and Human Services
Office of Civil Rights
200 Independence Avenue
Washington, DC 20201

Your rights and benefits will not be affected, and you will not be retaliated against, if you complain.