

Rutgers Privacy Practices:

Notice of Rutgers Privacy Practices for Protected Health Information for Rutgers Health Patients

We at Rutgers Health understand information about you and your health is personal.

Rutgers Health is committed to and required by law to keep your health information private and to tell you:

- 1) How we keep your personal health information private
- 2) What you are allowed to ask for regarding your health information.

We will not use or tell others about your health information except as described in this Notice or as may be required by law. This Notice applies to all of the health information maintained by our schools, departments, centers, and institutes, collectively referred to as Rutgers Health (“RH”), as well as affiliates that are part of an Affiliated Covered Entity. The schools, departments, centers, and institutes of Rutgers Health may share your health information with each other as well as others outside of RH in order to carry out patient treatment, health care payment, or health care operations. If you have any questions, please contact the Rutgers Privacy Officer at 973-972-8000.

What you have a right to know about your health records.

Although your health records are the property of your Rutgers Health provider, you have the following rights:

- You may request that we communicate with you confidentially.
- You may ask to see or receive a copy of your health information.
- You may ask for a list of with whom we shared your information.
- You should receive a copy of this Notice.
- You may ask for a paper copy of this Notice. You may also find a copy of this Notice on the Rutgers Health website <http://www.rutgershealth.org>, or <https://wellnesscenter.camden.rutgers.edu/>. We must tell you if your health information has been shown or released to someone who does not have a right to see it.
- You have the right to make a complaint.

When you can tell Rutgers Health not to share your health information.

- You have the right to stop a previous approval to share your health information.
- If you pay “out-of-pocket” for your health care services, you can tell us not to send your health information to a health plan.
- You can tell us we cannot use your health information for fundraising.
 - If you do not want Rutgers Health to contact you for fundraising efforts, you may tell us by sending an e-mail to the Rutgers University Foundation at optout@ruf.rutgers.edu or call us by telephone at 1-855-784-4722.
- You can tell us you do not want us to use your information for marketing.
- You can tell us you don’t want us to sell your health information.

How Rutgers Health may use and share your health information.

We may use and share your health information as described below. However, this is only meant to give you a general overview and not to describe all possible uses and disclosures that may occur.

- We may use your health information to provide medical/dental treatment, items, or services.
- We may use and share your health information so that we may bill and receive payment for treatment and services that you receive.
- We may share your information in order to run our health care organization and operations.
- We may share with other health care providers, health plans, and clearinghouses.
- We may share with Organized Health Care Arrangements in which we participate.
- We may share your information with people involved in your care.
- We may use your information to help us make appointment reminders.
- We may use or share your information when conducting research.
 - We may share your information/data that cannot identify you: de-identified data or limited data sets.
- We may share your information in case of a disaster.
- We may share information to find different ways to provide health care treatment.
- We may use your health information to provide related benefits and services.
- We may share your information with health oversight agencies.
- We may share your information with law enforcement.
 - We may share your health information for law enforcement purposes with a law enforcement official if required by law, or where permitted by law, or in response to a valid subpoena. Also, we may share your health information if it is necessary for law enforcement authorities to identify or find an individual.
- We may give your information in judicial/legal proceedings.
 - We may use and share your health information with a court or administrative agency when a judge or administrative agency orders us to do so. We may also use and share information about you in legal proceedings, such as in a response to a discovery request, subpoena, court order, etc. Also, Rutgers Health may use or share your health information in preparation for any dispute or litigation between you and a Rutgers Health provider, practice, or clinic.
- We may share your health information if there is a public health risk.
- We may share your information to protect the safety of a person or the public.
- We may share your information for workers' compensation programs or other work-related programs.
- For Military/Veterans
 - We may use and share your health information as required by military command authorities, if you are a member of the armed forces.
- For Inmates
 - If you are an inmate of a correctional institution or under the custody of a law enforcement officer, we may release your record information to the correctional institution or law enforcement official.

Sharing as Required by Other Law

We may use and share health information about you when required to do so by State or Federal law.

- We may share your information to help national security and intelligence activities.
- We may share your information to help the Secretary of the Department of Health and Human Services.
- Keeping Psychotherapy Notes Safe and Protected
 - We will, in accordance to Federal law, obtain your written approval/authorization to release your psychotherapy notes, if any, contained in your health records. However, Rutgers Health may use or disclose your psychotherapy notes for the following: 1) to carry out the following treatment,

payment, or health care operations: (a) use by the originator of the psychotherapy notes for treatment; (b) use or share by Rutgers Health for its own training programs in which students, trainees, or practitioners in mental health learn under supervision to practice or improve their skills in group, joint, family, or individual counseling; or (c) use or share by Rutgers Health to defend itself in a legal action or other proceeding brought by you; and 2) a use or disclosure that is required by or permitted by Federal law.

Other Uses

Any other uses and disclosures of your health information will be made only with your written authorization.

Changes to This Notice

Rutgers Health will abide by the terms of the Notice currently in effect. However, Rutgers Health reserves the right to change the terms of its Notice and to make the new Notice provision(s) effective for all health information Rutgers Health maintains. Rutgers Health will promptly post the revised Notice on the Rutgers Health web site.

Reliance on This Notice by Other Health Care Entities

Rutgers Health may sometimes participate in an organized health care arrangement to enable providers and entities not employed by Rutgers Health to participate in your health care. Any providers or entities participating in this arrangement may rely on this Notice as providing you with notice of their privacy practice.

Effective Date

The effective date of the Notice is 5/23/18.

If you have more questions or need to contact someone:

Privacy Officer
University Ethics and Compliance
Rutgers, The State University of New Jersey
Stanley S. Bergen, Jr. Building
65 Bergen Street, Suite 1346
Newark, New Jersey 07107
973-972-8000
<https://uec.rutgers.edu/compliance-hotline/>

Notice Informing Individuals about Nondiscrimination and Accessibility Requirements and Nondiscrimination Statement: Discrimination is against the Law

Rutgers Health complies with applicable Federal civil rights laws and does not discriminate on the basis of race, color, national origin, age, disability, or sex. Rutgers Health:

Provides free aids and services to people with disabilities to communicate effectively with us, such as:

- Qualified sign language interpreters
- Written information in other formats (large print, audio, accessible electronic formats, other formats)

Provides free language services to people whose primary language is not English, such as:

- Qualified interpreters
- Information written in other languages

If you need these services, contact the manager in the clinic where you are being seen.

If you believe that Rutgers Health has failed to provide these services or discriminated in another way on the basis of race, color, national origin, age, disability, or sex, you can file a grievance in person or by mail, fax, or email with:

Rutgers Compliance Officer, Rutgers University, Stanley S. Bergen, Jr. Building, 65 Bergen Street, Suite 1346, Newark, NJ 07107.

Phone: 1-800-215-9664

Fax: 973-972-7174

Email: uec_contact@uec.rutgers.edu

Compliance Hotline Website: <https://uec.rutgers.edu/compliance-hotline/>

If you need help filing a grievance, the Rutgers Compliance Officer is available to help you.

You can also file a civil rights complaint with the U.S. Department of Health and Human Services, Office for Civil Rights, electronically through the Office for Civil Rights Complaint Portal, available at <https://ocrportal.hhs.gov/ocr/portal/lobby.jsf>, or by mail or phone at: U.S. Department of Health and Human Services, 200 Independence Avenue, SW Room 509F, HHH Building, Washington, DC 20201; 1-800-368-1019, 1-800-537-7697 (TDD). Complaint forms are available at <http://www.hhs.gov/ocr/office/file/index.html>.

Rutgers Health is Committed to Language Accessibility. If you speak another language, assistance services, free of charge, are available to you.