METHODS OF PROTECTION: By law, the Manchester Fire-Rescue-EMS Department (MFRE) is required by law to maintain the privacy of certain confidential health care information, known as Protected Health Information or PHI, and to provide you with a notice of our legal duties and privacy practices with respect to your PHI. MFRE is also required to abide by the terms of the version of this Notice currently in effect.

Revisions to the Notice: We reserve the right to change the terms of this Notice at any time, and the changes will be effective immediately and we will apply to all protected health information that we maintain. You can get a copy of the latest version of this Notice by contacting our Privacy Officer. The Notice will be posted on our website if we maintain one.

Special Rules Regarding Disclosure of Psychiatric Substance Abuse and HIV-Related Information: Under Connecticut or federal law, additional restrictions may apply to disclosures of health information that relates to care for psychiatric conditions, substance abuse or HIV related testing or treatment. This information may not be disclosed without your specifically required or permitted by Connecticut or federal law. The following are examples of disclosures that may be made without your written permission:

- Psychiatric information. We may disclose psychiatric information to a mental health program if needed for your diagnosis or treatment. We may also disclose very limited psychiatric treatment for purposes of payment.
- HIV-related information. We may disclose HIV-related information for purposes of treatment or payment.

Substance abuse treatment. We may disclose information obtained from a substance abuse program in an emergency.

Your Legal Rights and Complaints: If you believe your privacy rights have been violated, you may file a complaint in writing with the Privacy Officer and/or to the Secretary of the United States Department of Health and Human Services. We will not retaliate against you in any way for filing a complaint with us or to the government. Should you have any questions, comments or complaints you may direct all inquiries to our Privacy Officer.

To file a complaint with the Privacy Officer, contact:

BATTALION CHIEF ROBERT DEPIETRO
MANCHESTER FIRE-RESCUE-EMS DEPARTMENT
75 CENTER STREET
MANCHESTER, CT 06040
TEL: 860-647-5268 FAX: 860-647-3268
E-MAIL: RDePietro@ci.manchester.ct.us

To file a complaint with the Office for Civil Rights, send a written statement to:

Office for Civil Rights – Region I, US Department of Health and Human Services
JFK Federal Building Room 1875
Government Center
Boston, MA 02203

Effective Date of the Notice: July 1, 2007

USE AND DISCLOSURE OF PHI: