

CHANGES TO NOTICE OF PRIVACY PRACTICES

Children's Treatment Program must obey the rules of this notice. We have the right to make changes in our privacy rules and use it with all Children's Treatment Programs. If we do make any changes, we will change this notice and give it to Children's Treatment Program clients.

To get a copy of this notice in other languages, Braille, large print, audiocassette or computer disk, please call or write the Privacy Officer at the number listed on the back.

This privacy notice is from the Children's Treatment Program. You may get other privacy notices from your doctor and other health care programs.

<<< IMPORTANT >>>

CHILDREN TREATMENT PROGRAM

DOES NOT HAVE COMPLETE

COPIES OF YOUR HEALTH RECORDS.

IF YOU WANT TO LOOK AT, GET A

COPY OF, OR CHANGE YOUR HEALTH

RECORDS, PLEASE CONTACT YOUR

DOCTOR, CLINIC, OR HEALTH PLAN.

HOW DO YOU USE YOUR RIGHTS?

If you think your privacy rights have been violated, you may file a complaint by calling or writing:

Privacy Officer
CA Department of Public Health
P.O. Box 997377
MS 0506
Sacramento, CA 95899-7377
(916) 440-7671 or (877) 421-9634 TTY/TDD

or

Regional Manager
Department of Health and Human Services
Office for Civil Rights
90 7th Street, Suite 4-100
San Francisco, CA 94103

For additional information, call:
(800) 368-1019

or

U.S. Office for Civil Rights at
(866) OCR-PRIV (866-627-7748)
or (866) 788-4989 TTY



California Department of Public Health



CHILDREN'S TREATMENT PROGRAM

NOTICE of PRIVACY PRACTICES

Effective August 2008

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

PRIVACY AND YOU

This notice tells you that health information about you is kept private, how you can get a copy of the information we have, and what your rights are. It also tells you how the Children's Treatment Program can use your health information and give it to others.

The law requires the Children's Treatment Program to tell you how we keep your personal and health information private and what your rights are. This information includes health information from health care providers or their representatives that send bills to us for approval and payment. The health information is used to decide if we will pay the provider for you or your child's follow-up care as written by a Child Health and Disability Prevention Program health evaluation.

HOW WE MAY USE AND SHARE YOUR INFORMATION

The Children's Treatment Program must obey laws on how we use and share health information. The child's name, address, personal or health information, such as what services were given, are used or shared for reasons related to the operation of the Children's Treatment Program. Activities that are connected with the operation of the Children's Treatment Program include payment for services to physicians or their representatives. Physicians report personal, medical, and eligibility information about you or your child that comes from a Child Health and Disability Prevention Program health evaluation and referral in order to get paid.

The Children's Treatment Program may use and give out personal and health information to approve claims, determine payment amounts, and for auditing purposes. We may also need to give out personal and health information, when required by law, such as for workers' compensation purposes or because of a court order.

WHAT YOUR RIGHTS ARE

You have the right:

- To look at and get a copy of the information the Children's Treatment Program has received and/or stored in our records about you or your child. The Children's Treatment Program has some personal, health and eligibility information that is needed to pay bills that we receive from physicians or their representatives. We pay physicians for the follow-up care they provide to you or your child that is listed in the Child Health and Disability Prevention Program health evaluation.
- To get a copy of the information the Children's Treatment Program has, you must ask for the information in writing and send your request to the Children's Treatment Program. You may call the phone number listed on the back to request the form.
- To have information in your or your child's records changed if information is missing or you believe the information is wrong. If the information you want to change did not come from the Children's Treatment Program, we may not be able to change it, but we will keep a copy of your request with your records.
- To know when your Children's Treatment Program information is given out for reasons other than running the Children's Treatment Program. When the information is given out for other than the Children's Treatment Program operations, you have a right to ask for a list of who was sent the information, when it was sent, the reason it was given and exactly what information was given.
- To ask that Children's Treatment Program contact you only in writing or at a different address, post office box, or telephone number. The Children's Treatment Program will contact you the way you have asked if this is necessary to keep you safe.

- To ask the Children's Treatment Program not to use or share your information in the ways listed. However, we may not be able to comply with your request.
- To ask for a paper copy of this NOTICE OF PRIVACY PRACTICES. This Privacy Notice can be found on the Internet at <http://www.cdph.ca.gov/HealthInfo/Pages/PrivacyNoticesandStatements.aspx>.

WRITTEN PERMISSION

The Children's Treatment Program must have your written permission to use or give out personal and health information about you or your child for any reason that is not described in this notice. You may take back your written permission at any time, except if we have already acted because of your permission.

NO RETALIATION

The Children's Treatment Program may not refuse to pay your bills or retaliate in any way if you choose to file a complaint or use any of the privacy rights in this notice.

QUESTIONS

If you have any questions about this Notice and want more information, please contact the Privacy Officer at the address and phone number listed on the back.