

**Wabash Valley Goodwill Industries, Inc.**  
**NOTICE OF PRIVACY PRACTICES**

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.

Wabash Valley Goodwill Industries, Inc. is required, by law, to maintain the privacy and confidentiality of your protected health information and to provide our participants with notice of our legal duties and privacy procedures with respect to your protected health information.

**Disclosure of your Health Care Information**

**Workers' Compensation**

If applicable, we may disclose your health information as necessary to comply with state Workers' Compensation Laws.

**Emergencies**

We may disclose your health information to notify or assist in notifying a family member, or another person responsible for your care about your medical condition or in the event of an emergency or of your death.

**Public Health**

As required by law, we may disclose your health information to public health authorities for purposes related to: preventing or controlling disease, injury or disability; reporting child abuse or neglect; reporting domestic violence; reporting to the Food and Drug Administration problems with products and reactions to medications; and reporting disease or infection exposure.

**Judicial and Administrative Proceedings.**

We may disclose your health information in the course of any administrative or judicial proceeding.

**Law Enforcement.**

We may disclose your health information to a law enforcement official for purposes such as identifying or locating a suspect, fugitive, material witness or missing person, complying with a court order or subpoena and other law enforcement purposes.

**Deceased Persons.**

We may disclose your health information to coroners or medical examiners.

**Public Safety.**

It may be necessary to disclose your health information to appropriate persons in order to prevent or lessen a serious and imminent threat to the health or safety of a particular person or to the general public.

**Specialized Government Agencies.**

We may disclose your health information for military, national security, prisoner and government benefits purposes.

**Your Health Information Rights**

- You have the right to request restrictions on certain uses and disclosures of your health information. Please be advised, however, that Wabash Valley Goodwill Industries, Inc. is not required to agree to the restriction that you requested.
- You have the right to have your health information received or communicated through an alternative method or sent to an alternative location other than the usual method of communication or delivery, upon your request.
- You have the right to inspect and copy your health information.
- You have a right to request that Wabash Valley Goodwill Industries, Inc. amend your protected health information. Please be advised, however, that Wabash Valley Goodwill Industries, Inc. is not required to agree to amend your protected health information. If your request to amend your health information has been denied, you will be provided with an explanation of our denial reason(s) and information about how you can disagree with the denial.
- You have a right to receive an accounting of disclosures of your protected health information made by Wabash Valley Goodwill Industries, Inc..
- You have a right to a paper copy of this Notice of Privacy Practices at any time upon request.

#### **Changes to this Notice of Privacy Practices**

Wabash Valley Goodwill Industries, Inc. reserves the right to amend this Notice of Privacy Practices at any time in the future, and will make the new provisions effective for all information that it maintains. Until such amendment is made, Wabash Valley Goodwill Industries, Inc. is required by law to comply with this Notice.

Wabash Valley Goodwill Industries, Inc. is required by law to maintain the privacy of your health information and to provide you with notice of its legal duties and privacy practices with respect to your health information. If you have questions about any part of this notice or if you want more information about your privacy rights, please contact: William Tennis by calling this office at 812-235-1827. If William Tennis is not available, you may make an appointment for a personal conference in person or by telephone within 2 working days. William Tennis can also be contacted at: Wabash Valley Goodwill Industries, Inc. P O Box 2720 Terre Haute, IN 47802.

#### **Complaints**

Complaints about your Privacy Rights, or how Wabash Valley Goodwill Industries, Inc. has handled your health information should be directed to William Tennis by calling this office at 812-235-1827. If William Tennis is not available, you may make an appointment for a personal conference in person or by telephone within 2 working days. Written complaints can be mailed to: Privacy Officer

P O Box 2720  
Terre Haute, IN 47802

If you are not satisfied with the manner in which this office handles your complaint, you may submit a formal complaint to:

DHHS, Office of Civil Rights  
200 Independence Avenue, S.W.  
Room 509F HHH Building  
Washington, DC 20201

This notice is effective as of 09/01/2005