

**NOTICE OF PRIVACY PRACTICES: OVERVIEW**

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.

The Student Health Services Center has voluntarily chosen to adhere to the privacy rules established by The Health Insurance Portability and Accountability Act (HIPAA) of 1996. The Student Health Services Center is not an entity required to abide by HIPAA regulations.

**Uses and Disclosures**

The Student Health Services Center (SHSC) uses health information about you for treatment, to obtain payment for treatment at the Business Office, for administrative purposes, and to evaluate the quality of care that you receive. Continuity of care is part of treatment and your records may be shared with other providers to whom you are referred. Information may be shared by paper mail, electronic mail, fax, or other methods. The SHSC may use or disclose identifiable health information about you without your authorization in several situations, but beyond those situations, we will ask for your written authorization before using or disclosing any identifiable health information about you.

**Your Rights**

In most cases, you have the right to look at or receive a copy of health information about you. If you request copies, the SHSC will charge you only normal photocopy fees. You also have the right to receive a list of certain types of disclosures of your information that we have made. If you believe that information in your record is incorrect, you have the right to request that it be corrected.

**Our Legal Duty**

The SHSC is required by law to protect the privacy of your information, provide this notice about our information practices, follow the information practices that are described in this notice, and seek your acknowledgement of receipt of this notice. Exception: Disclosures Required by Law – The SHSC will use and disclose your Protected Health Information when we are required to do so by federal, state or local law. Before we make a significant change in our policies, we will change our notice and post the new notice in the waiting area. You can also request a copy of the notice at any time. For more information about our privacy practices, contact the person listed below.

**Complaints**

If you are concerned that the SHSC has violated your privacy rights, or you disagree with a decision we made about access to your records, you may contact the person listed below. You also may also send a written complain to the U.S. Department of Health & Human Services. The person listed below can provide you with the appropriate address upon request.

**If you have any questions or complaints, please contact: Student Health Center Director or appointed designee  
Student Health Center, San Luis Obispo, CA 93403-8106, (805) 546-3171.**

THIS IS AN OVERVIEW OF OUR PRIVACY PRACTICES. THE NOTICE IN ITS ENTIERETY IS AVAILABLE UPON REQUEST.

**I have read and understand the information provided above.**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_