

Cache Employment and Training Center Notice of Privacy Practices

CETC keeps a record of the services we provide to you. These records may include private health information (PHI) i.e. doctor/dentist visits, medications, seizure protocols, etc. HIPAA law requires us to maintain your privacy, to give you this notice and to follow the terms of this notice.

- The law permits CETC to use or disclose your health information to those involved in your care i.e., a Support Coordinator, funding agency, residential provider, etc.
- We may use or disclose your health information for normal operations. For example, in a progress note to your Support Coordinator or your funding agency (DSPD, Voc Rehab, schools, etc.), staff entering information into the computer, etc.
- In an emergency, we may disclose your health information to paramedics, the hospital, etc.
- We may release some or all of your health information when required by law.

Except as described above, CETC will not use or disclose your health information without your prior written consent. CETC uses the Information Exchange Agreement annually to inform you and/or your guardian of the agencies or individuals that may exchange confidential information. The CETC Release Form may also be used to request or release information with a third party.

You may request in writing that we not use or disclose your personal health information as described above. You may also request that the information be amended. We will let you know if we can fulfill your request.

You have the right to know of any uses or disclosures we make with your health information beyond the above normal uses.

You have the right to see and request a copy of your health information on file at CETC.

You have a right to receive a copy of this notice.

If you need further information or have concerns regarding the privacy of your personal health information, please contact Kae Lynn Beecher, CETC Executive Director at 435-752-7952 ext. 2661.

If your concerns are unresolved, you may file a complaint with the Department of Health and Human Services, 200 Independence Avenue, S.W. Room 509F, Washington, D.C. 20201. You will not be retaliated against for filing a complaint.

A copy of this notice can be found on our website www.cetcsupports.org or you may request additional copies by calling 435-752-7952.