



**MILLE LACS HEALTH SYSTEM
Notice of Privacy Practices**

THIS NOTICE DESCRIBES HOW PROTECTED MEDICAL INFORMATION ABOUT YOU MAY BE USED AND DISCLOSED AND HOW YOU CAN GAIN ACCESS TO THIS INFORMATION. PLEASE REVIEW IT CAREFULLY.

1. Mille Lacs Health System is permitted to make uses and disclosures of protected health information for treatment, payment and health care operations, as described in the following examples:
 - a. For treatment – We may disclose your personal health information to other providers who request it to aid in your treatment.
 - b. For payment –We may disclose your personal health information to government health plans in order for them to determine liability.
 - c. For health care operations –We may disclose your personal health information to public health organizations to comply with State and Federal laws.
2. Mille Lacs Health System is permitted or required, under specific circumstances, to use or disclose protected health information without your written authorization.
3. Other uses and disclosures will be made only with your written authorization, and you may revoke such authorization.
4. Mille Lacs Health System intends to engage in one or more of the following activities:
 - a. Mille Lacs Health System may contact you to provide appointment reminders or information about treatment alternatives or other health-related benefits and services that may be of interest to the individual or patient.
 - b. Mille Lacs Health System may contact you to raise funds for Mille Lacs Health System.
5. You have the following rights regarding protected health information:
 - a. The right to request restrictions on certain uses and disclosures of protected health information. Mille Lacs Health System is not required to agree to a requested restriction, however.
 - b. The right to request restriction of contact for the purpose of fundraising. The patient/guardian must make the request in writing to Mille Lacs Health System’s Public Relations Manager.
 - c. The right to receive confidential communications of protected health information, as applicable.
 - d. The right to inspect and copy protected health information, as provided in the Privacy Regulation.
 - e. The right to amend protected health information, as provided in the Privacy Regulation.
 - f. The right to receive an accounting of disclosures of protected health information.
 - g. The right to obtain a paper copy of the Notice from the covered entity upon request. This right extends to an individual who has agreed to receive the Notice electronically.
6. Mille Lacs Health System is required by law to maintain the privacy of protected health information and to provide individuals with notice of its legal duties and Privacy practices with respect to protected health information.
7. Mille Lacs Health System is required to abide by the terms of the Notice currently in effect.
8. Mille Lacs Health System reserves the right to change the terms of this Notice. The new Notice provisions will be effective for all protected health information that it maintains.
9. Mille Lacs Health System will provide you with a revised Notice by the following methods:
 - a. We will provide a copy of the revised notice at your next visit to our facility.
 - b. We will post a revised notice in a prominent place in our facility.
10. You may complain to Mille Lacs Health System and to the Secretary of the Department of Health and Human Services, without fear of retaliation by the organization, if you believe your privacy rights have been violated. If you wish to submit a complaint to Mille Lacs Health System, you must do so in writing to the Mille Lacs Health System Privacy Officer or Mille Lacs Health System Risk Management Officer.
11. *Mille Lacs Health System’s* designated contact person for matters relating to complaints is:
Mille Lacs Health System Privacy Officer or
Mille Lacs Health System Risk Management Officer
P O Box A
Onamia MN 56359
320-532-3154
12. This Notice is first in effect on April 15, 2003.