

**National Institutes of Health
Occupational Medical Service
Notice of Privacy Practices**

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

We will not disclose your protected health information to third parties without your written authorization or other authority under the privacy regulations promulgated under the Health Insurance Portability and Accountability Act of 1996 (HIPPA; the "Privacy Regulations").

We are required by law to maintain the privacy of protected health information. We are required to abide by the terms of the notice currently in effect. We reserve the right to change the terms of our privacy notice and to make the provisions of the new notice effective for all protected health information we maintain. In the event we should amend our privacy notice, we will make the revised notice available to you upon its effective date.

Your written authorization and specific provisions of the Privacy Regulations govern disclosure of your protected health information. Disclosures not outlined in this and the following paragraph may be made only with your written authorization, which you may revoke in writing at any time. We may contact you to provide appointment reminders or information about treatment alternatives or other health-related services that may be beneficial to you. NIH OMS is permitted under the Privacy Regulations to use and disclose protected health information in the provision of care, payment and health care operations. For example, protected health information may be disclosed from one staff member to another within the company for consultation.

Subject to the requirements of the Privacy Regulations, we may use and disclose protected health information for the following purposes:

- Compliance with legal requirements;
- Cooperation with health oversight by government agencies and as required by state Departments of Health and Human Services
- For compliances with Privacy Regulations;
- For judicial and administrative procedures;
- For law enforcement;
- For notification to health care professionals involved in your treatment;
- For public health activities
- To mitigate imminent threats to health or safety
- To report abuse or neglect to vulnerable dependents; or
- With respect to dependents.

You may have certain rights regarding the handling of your protected health information, as provided by the Privacy Regulations, as follows: You may request restrictions on certain uses and disclosures of protected health information, however, we are not required to agree to a requested restriction; You may receive confidential communications of protected health information as provided by the Privacy Regulations; You may inspect and copy your protected health information, pursuant to a written request, subject to certain restrictions in the Privacy Regulations, such as restriction on access to clinical notes; You have a right to appeal a denial of access to your records; You may request an amendment of protected health information and demographic information, pursuant to a written request, subject to certain disclosures of protected health information; You may obtain a paper copy of this notice upon request and a copy of your written acknowledgement of receipt of this notice.

If you would like to file a complaint, please contact the Medical Director, NIH Occupational Medical Service, on 301-496-4411 or mail to: NIH Occupational Medical Service, Bldg 10, Rm 6C 310; 10 Center Drive, MSC 1584; Bethesda, MD 20892; attn: Medical Director. We will not pursue any action against you for filing a complaint or for exercising your rights under Privacy Regulations.