



4200 Dryden Road, moraine, OH 45439  
(937) 535-1120

Notice of privacy practices

## **PATIENT RIGHTS**

When it comes to your health information, you have certain rights. This section explains your rights and some of our responsibilities to help you.

### **The right to access, copy or inspect your PHI.**

You may inspect and copy most of the medical information about you that we maintain. We will normally provide you with access to this information within 30 days of your request. In limited circumstances, we may deny you access to your medical information, and you may appeal certain types of denials. We have available forms to request access to your PHI, and we will provide a written response if we deny you access and let you know your appeal rights. You also have the right to receive confidential communications of your PHI. If you wish to inspect and copy your medical information, you should contact Clerk of Council for the City of Moraine (937) 535-1005 or [abrown@moraineoh.org](mailto:abrown@moraineoh.org) or our privacy officer.

### **The right to amend your PHI.**

You have the right to ask us to amend written medical information that we may have about you. We will generally amend your information within 60 days of your request and will notify you when we have amended the information. We are permitted by law to deny your request to amend your medical information only in certain circumstances, like when we believe the information you have asked us to amend is correct.

### **The right to request an accounting.**

You may request an accounting from us of certain disclosures of your medical information that we have made in the six years prior to the date of your request. We are not required to give you an accounting of information we have used or disclosed for purposes of treatment or health care operations, or when we share your health information with our business associates, like a medical facility from/to, which we have transported you. We are also not required to give you an accounting of our uses of protected health information for which you have already given us written authorization. If you wish to request an accounting, contact our privacy officer. We'll provide one accounting a year for free but will charge a reasonable, cost-based fee if you ask for another one within 12 months.

### **The right to request that we restrict the uses and disclosures of your PHI.**

You have the right to request that we restrict how we use and disclose your medical information that we have about you. MFD is not required to agree to any restrictions you request, but any restrictions agreed to by MFD in writing are binding on MFD.

### **Internet, Electronic Mail, and the Right to Obtain Copy of Paper Notice Upon Request**

This notice is posted on our website, [www.morainefire.org](http://www.morainefire.org). If you request, we will forward you this notice by electronic mail. Paper copies of this notice are available at the Moraine Municipal Building.



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**Your Legal Rights and Complaints**

You can file a complaint with the U.S. Department of Health and Human Services Office for Civil Rights by sending a letter to 200 Independence Avenue, S.W., Washington, D.C. 20201, calling 1-877-696-6775, or visiting [www.hhs.gov/ocr/privacy/hipaa/complaints/](http://www.hhs.gov/ocr/privacy/hipaa/complaints/) if you believe your privacy rights have been violated. You will not be retaliated against in any way for filing a complaint with us or to the government. Should you have any questions, comments or complaints you may direct all inquiries to our privacy officer. To exercise any of the foregoing rights, please submit your request in writing to the MFD Privacy Officer at the address listed below.

**Privacy Officer Contact Information:**

Acting Chief Traci Kuzminski  
Moraine Fire Division  
4200 Dryden Road  
Moraine, Ohio 45439  
(937) 535-1141  
[tkuzminski@moraineoh.org](mailto:tkuzminski@moraineoh.org)

**Records Request**

Clerk of Council  
4200 Dryden Rd.  
Moraine, OH 45439  
(937) 535-1005  
[abrown@moraineoh.org](mailto:abrown@moraineoh.org)

**Revisions to this Notice**

MFD reserves the right to change the terms of this notice at any time. The changes will be effective immediately and will apply to all PHI that we maintain. Any material changes to the notice will be promptly posted to our website. You can get a copy of the latest version of this notice by contacting our privacy officer.

Effective Date of the Notice: April 14, 2003

**UPDATED: 5 December 2024**