



# ROCK COUNTY, WISCONSIN NOTICE OF PRIVACY PRACTICES HEALTH DEPARTMENT ADDENDUM

Effective May 21, 2012

**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.**

**If you have any questions about this notice, please contact the  
Health Department's Privacy Officer at (608) 757-5440.**

This Addendum is provided to you as part of Rock County's Notice of Privacy Practices, as required by the Health Insurance Portability and Accountability Act (HIPAA). The Addendum provides additional information to help you understand how the Notice of Privacy Practices may apply to you as a client of the Health Department. For example, it explains which of the Health Department's programs and services are covered by HIPAA. It also provides information on other routine disclosures required to provide some services.

The following programs of the Rock County Health Department are subject to HIPAA guidelines:

- Lead Monitoring, Abatement and Prevention Programs
- Health Check
- Tuberculosis (TB) Follow-up Program
- Maternal/Child Health Services
- Case Management

## **HOW WE MAY USE OR DISCLOSE YOUR PROTECTED HEALTH INFORMATION**

As permitted by HIPAA and other Wisconsin or Federal laws and regulations, the staff within the Rock County Health Department will share protected health information (PHI) within and between program components for the reasons provided below. Whenever there is a conflict between laws regarding use and disclosure of health information, the law which provides greater protection and/or benefits to the client must be followed.

- To coordinate the delivery of services to the client and his/her family.
- To enable staff to perform their assigned job duties.

Rock County's Notice of Privacy Practices describes generally how your protected health information may be used or disclosed without your written permission. To help you better understand how those provisions may apply to you as a client of the Health Department, following is a list describing routine uses and disclosures required to provide some services (this list is not exhaustive).

### **Care Coordination Following Referrals**

Following referrals from agencies or physicians, the Health Department provides a report back to the entity making the initial referral. For example, the Department will inform a doctor that home visit services are being provided to a family and when the services have ended.

### **Case Management**

The Health Department receives grant money from the State of Wisconsin to provide home visit services to families. As part of that program, Rock County is required to provide client information to the State of Wisconsin's Sphere Data System. This information generally includes, for example, client name, date of birth, address, dates of service. This State program is also required to protect the security and confidentiality of client information.

### **Acute and Communicable Disease Follow-up**

The Department will have telephone or written contact with a local doctor to manage care for a person diagnosed or suspected of having an acute or communicable disease (for example, Hepatitis B, salmonella, or lead poisoning), and to let the doctor know when the care is complete.

### **Acute and Communicable Disease Reporting**

Per State Statute, the Health Department reports data to the State of Wisconsin on cases of acute and communicable diseases (including name, address, and diagnosis).

### **Lead Program Coordination of Care**

Data collected through the Health Department's Lead Program may be shared between the Department's Public Health Nursing and Environmental Health Programs, on a need-to-know basis, to assist with assessing lead risk factors in the home and other lead testing and abatement activities. All staff involved in coordination of care activities are required to protect the security and confidentiality of client information.

### **Research**

Under certain circumstances and when authorized by law, health information may be disclosed to approved researchers who may, for example, review records and collect necessary research data. Researchers must have established protocols to ensure the privacy of client information.

### **Use of Interpreters**

The Health Department makes use of interpreter services (both by telephone and in-person) to provide public health services to persons who do not speak or understand English well. Although the interpreters are not Rock County employees, the interpreters are also required to protect client information.

### **Changes to the Notice Addendum**

We reserve the right to change this notice addendum. Its effective date is at the top of the first page and at the bottom of the last page. We reserve the right to make the revised or changed addendum effective for health information we already have about you as well as any information we receive in the future.

### **Right to Obtain a Copy of this Notice**

You may obtain a paper copy of Rock County's Notice of Privacy Practices and this Addendum from the Rock County Human Services Department, even if you have previously received a copy. You may also view it electronically on Rock County's web site at [www.co.rock.wi.us](http://www.co.rock.wi.us).

### **Complaints**

If you believe your privacy rights as stated in the Notice of Privacy Practices or this Addendum have been violated, you may file a written complaint with the Rock County Health Department, the Rock County Privacy Officer, or the Secretary of the U.S. Department of Health and Human Services. No retaliation will occur against you for filing a complaint.

### **Contact Information**

For further explanation of this document, to file a complaint or to get more information about the complaint process, please contact the Rock County Health Department office listed below or you may contact the Rock County Privacy Officer.

#### **Health Department**

Health Officer  
PO Box 1088, Janesville, WI 53547-1088  
Telephone: (608) 757-5440; Fax: (608) 758-8423

#### **Rock County Privacy Officer**

Medical Records Manager  
PO 1649 Janesville, WI 53547-1649  
Telephone: (608) 757-5448; Fax (608) 757-5011

This notice addendum accompanies Rock County's current Notice of Privacy Practices and is effective in its entirety as of May 21, 2012