

**VISTA COMMUNITY CLINIC  
NOTICE OF PRIVACY PRACTICES**

**Shortened Notice of Privacy Practices**

Vista Community Clinic is dedicated to maintaining the privacy of your personal health information. We are required by law to provide you with important information regarding how we may use and disclose your protected health information to carry out treatment, payment or health care operations and for other purposes that are permitted or required by law. This Notice is a shortened version of the full legally required Notice of Privacy Practices (NPP) which is available in the office, so refer to the complete NPP for more information. Even in the complete NPP, we can't cover all possible situations, so please talk to your provider or our Privacy Officer (see the end of this information) about any questions or problems.

**Use and Disclosure of Your Protected Health Information (PHI)**

"Protected health information" is information about you, including demographic information, that may identify you and that relates to your past, present or future physical or mental health or condition and related health care services. VCC will use the information about your health which we get from you or from others mainly to provide you with **treatment**, to arrange **payment** for our services, or for some other business activities which are called **health care operations**. After you have read this Notice, we will ask you to sign a **Consent Form** to agree to be treated and to let us use and share your information. **If you do not consent and sign the Consent Form, we cannot treat you.**

If we or you want to use or disclose (send, share, release) your information for any other purposes, we will discuss this with you and ask you to sign an **Authorization** to allow this.

We will keep your health information private, but there are times when the laws require us to use or share it, such as:

1. When necessary to prevent a serious threat to your health or safety or the health and safety of another person or the public. These disclosures would be made only to someone able to help prevent the threat.
2. Lawsuits and legal or court proceedings in response to a court or administrative order.
3. If a law enforcement official requires to do so.
4. Worker's Compensation or similar programs.

There are some situations which don't happen very often. They are described in the complete version of the NPP, which is available in the office or in our website [www.vcc.clinic](http://www.vcc.clinic).

**Your Rights Regarding Your Health Information**

1. **Restriction of Whom PHI Communicate to:** You have the right to request a restriction on certain uses and disclosures of your information. We are not required by law to agree to your request. If we do agree, we will comply with your request unless the information is needed to provide you with emergency treatment.
2. **Inspect and Copy:** You have the right to inspect and request a copy of your health record for a fee.
3. **Amend:** If you believe the information in your records is incorrect or incomplete, you can request an amendment to your health record. We also have the right to refuse your request.
4. **Accounting and Disclosures:** You can obtain an accounting of disclosures of your health information. The accounting will only provide information about disclosures made for purposes other than treatment, payment or health care operations.
5. **Restriction of PHI Communication.** You may request communication of your health information by alternative means or locations.
6. **Complaint:** You have the right to file a complaint about any aspect of our health information practices. You can file a complaint with our Privacy & Security Officer at VCC, HIPAA Privacy Officer, 1000 Vale Terrace, Vista, CA 92084, and/or with the Secretary of the Department of Health and Human Services. All complaints must be in writing. There will be no retaliation for filing a complaint.
7. **Copy of Notice:** You have the right to a copy of this notice (electronically or in paper.) If we change this NPP, we will post it in our office and on our website.

If you have any questions regarding this Notice, please contact our Privacy & Security Officer at (760) 631-5000, extension 1150 and/or visit our web site at [www.vcc.clinic](http://www.vcc.clinic) for any updated information.

VCC's complete NPP is effective September 23, 2013 and revised July 22, 2014 and by this shortened Notice on February 11, 2016.