



Overview of DePaul's HIPAA Privacy Policies

Notice of Privacy Practices

All individuals we serve receive a written copy of DePaul's Notice of Privacy Practices (NPP). This notice is provided to the individual on the date of admission and is posted at our sites. When changes are made to the Notice of Privacy Practices the notice will be re-posted at all locations. This notice is also available on DePaul's web site.

Individual's Right to Inspect and Copy PHI

Individuals we serve have the right to access any Protected Health Information (PHI) that we maintain in our designated record set. Individuals can request access to this information in writing using a form provided by DePaul. This request is reviewed by the Privacy Officer for final disposition.

Right To Amend Records

Individuals we serve have a right to request we amend protected health information (PHI) that they feel is incomplete or inaccurate and contained in records that may be used to make decisions about them. Individuals can request access to this information in writing using a form provided by DePaul. This request is reviewed by the Privacy Officer for final disposition.

Right for Additional Protection

Individuals we serve have the right to request that we provide certain additional privacy protections or restrictions for their Protected Health Information (PHI). For example, individuals may request restrictions on the way the program uses and discloses their PHI. They may also request that we communicate with them by an alternative means or method that is more confidential for them. This request can be made in writing using a form provided by DePaul. The request is reviewed by the Privacy Officer for final disposition.

Filing Complaints

DePaul responds to, and investigates all complaints raised with regard to privacy-related issues. If individuals or their families, staff, volunteers, students, interns or business associates believe, in good faith, that the agency has engaged in conduct that is unlawful or violates professional or clinical standards they have the right to file a complaint with us and the United States Office of Civil Rights. The "Notice of Privacy Practices" provides the necessary contact information for making privacy complaints.

PHI Breaches

All incidents involving the improper use and/or disclosure of PHI are reported to, and investigated by the Privacy Officer. An investigation will be conducted to determine whether there has been a breach of the privacy and security policies and procedures and, if so, what further actions need to be taken.