

Your Health Information Rights

- **Access:** You have the right to see your medical records and request copies. You may request copies in writing to your Juneau County Department of Human Services Provider.
- **Disclosures:** The County must keep a record of who your information is disclosed to after April 14, 2003, and you have a right to see the disclosure record. You may request this information from your Juneau County Department of Human Services Provider.
- **Restrictions:** You have the right to request additional restrictions. The County does not have to agree to the request. However, if it does, the agreement must be in writing.
- **Confidential Communications:** You have the right to request that we make arrangements with you to communicate with you in a different manner than usual. This request must be in writing and must state that if given in the usual that this information could endanger you in some way. If your request is reasonable, specifies an alternate manner, and satisfies how payments will be made, then it must be accommodated in accordance with the law.
- **Amendment:** You do not have the right to change your medical information. You have the right to request that we clarify your medical information by adding information to your records.
 - ⇒ Your request must be in writing, and it must explain why the information should be amended. The County has the right to deny your request.
 - ⇒ The denial will be in writing. You may respond with a statement in writing as to why you would disagree with the decision, which will be added to the records. If we agree to amend the records as requested then we may also make reasonable efforts to inform others, including specific parties named by the consumer of the changes.

Mission Statement

Providing quality services for individuals and families in a safe, supportive, respectful partnership by promoting health, well-being, and self-sufficiency.

Vision Statement

To promote safety, well-being, and self-sufficiency for the individuals of Juneau County. We strive to do so by remaining open-minded to the ideas and suggestions of others; provide person-centered services in the least intrusive and least restrictive way possible; collaborate with our departments and community partners; to function with integrity in all matters, manage public resources responsibly; and acknowledge the values and beliefs of others in a courteous and respectful manner.

Juneau County Department of Human Services

200 Hickory Street
Mauston, WI 53948

Ph: 608-847-2400
Fax: 608-847-9421

Office Hours

Monday through Friday
8:00am - 4:30pm



Juneau County Department of Human Services

Notice of Privacy Regarding Health Information

Juneau County recognizes a patient's right to receive adequate notice of the uses and disclosures of Protected Health Information that may be made by Juneau County, and of the patient's rights and Juneau County's legal duties with respect to Protected Health Information. Juneau County reserves the rights to change this notice at any time. In the event of a change, Juneau County will provide a copy of the revised notice to you on request.

How Juneau County Uses and Shares Your Protected Health Information

Juneau County uses your health information from your medical records to provide treatment to you, to arrange for payment, and for health care operations.

1. **Treatment.** The County may share your medical information with a physician or other health care provider. Any treatment would be noted in your records for any other doctors, nurses, caseworkers or therapists to see.
2. **Payment.** The County may submit your health information to Medical Assistance or the State of Wisconsin for reimbursement. When it does this, it will share the least amount of information so that payment can be made. Usually this involves identifying you, your diagnosis and the treatment provided.
3. **Health Care Operations.** We may look at your file to review our operations. These quality and cost improvement activities may include evaluating the performance of your physicians, nurses and other health care professionals, or examining the effectiveness of the treatment provided to you when compared to similarly situated patients.

We may review your health information if it is time for us to reestablish your eligibility, to conduct reassessments for case review, or for a routine visit.

The law allows the County of Juneau to share your protected health information without your authorization:

- **As required by law:** If any aspect of your medical information becomes the interest of a legal proceeding, court or administrative action.
- **For public health reasons:** Certain information is gathered for statistical purposes and will be shared with the agency, i.e. center for disease control, state department of health, FDA, etc.
- **Health oversight activities:** The government monitors the activities of its benefit system, a review of which may include your personal health information.
- **Death records:** Information about death is recorded and documented by various authorities, i.e. the register of deeds, coroner, medical examiner and funeral director.
- **Organ Donation:** In the case of Organ donation, information must be shared to get a match.
- **Research:** Upon approval only.
- **Health and Safety Threat:** In order to avoid or lessen a serious threat to your health or your safety, then we may share your health information with the necessary authorities.
- **Military, national security, incarceration, law enforcement custody:** Your health information may be disclosed to the authority involved under the above circumstances.
- **Worker's Compensation:** Health information may be disclosed according to the law if it involves worker's compensation laws and benefits. To those involved in your care or payment for your care: Family members and other legally responsible parties may be given information regarding your care and treatment.
- **Statutory Exceptions:** Wisconsin Statutes 51.30 and 252.

All other disclosures of your personal health information will require an authorization by you.

You do not have to sign an authorization in order to receive treatment.

If you do sign the authorization, you may revoke it at anytime.

Health Information: defined as any information, whether oral or recorded in any form or medium, that (1) Is created or received by a health care provider, health plan, public health authority, employer, life insurer, school or university, or health care clearinghouse; and (2) Relates to the past, present, or future physical or mental health or condition of an individual; the provision of health care to an individual; or the past, present, or future payment for the provision of health care to an individual.

Complaint Process: The Juneau County Department of Human Services has a documented complaint process regarding the use and/or the disclosure of protected health information. If you wish to file a complaint, call (608) 847-2400 or write to:

Juneau County Department of
Human Services
200 Hickory Street
Mauston, WI 53948