



Clermont County Board of Developmental Disabilities

Notice of Privacy Practices

Privacy Promise

The Clermont County Board of Developmental Disabilities understands that consumer personal information needs to be kept private. Protecting consumer personal information is important. We follow strict federal and state laws that require us to keep consumer personal information confidential. **(Volunteers and students completing observation hours must sign a Code of Ethics prior to volunteer placement, which states specific information regarding confidential information.)**

How We Use Your Personal Information

When an individual receives services from the Clermont County DD Board, we may need to use their personal information for such activities as providing services, billing for services, and conducting our normal board business known as health care operations. If a consumer has chosen a personal representative and has agreed to let that personal representative obtain the consumer's personal information, we will provide the information to that personal representative. If the individual has a guardian, we will provide the information to the guardian.

Examples of how we use consumer information:

Treatment – We keep records of the care and services provided to consumers within the DD Board (for example: service and support division, nursing, and Clermont DD staff who help develop service plans). If DD Staff wants to share personal information with anyone who is not employed by the DD Board, they must be given written permission by the individual/guardian/personal representative first.

Payment – We keep records that include payment information and documentation of the services provided to each consumer. Consumer information may be used to obtain payment for services from Medicaid, insurance, or other services.

Health Care Operations – We use personal information to improve the quality of care, train staff, manage costs, conduct required business duties, and make plans to better serve each individual enrolled in Clermont County DD programs.

Sharing Consumer Personal Information

There are limited situations when Clermont DD is permitted or required to disclose personal information without signed authorization. These situations are: to protect victims of abuse, neglect, or domestic violence; to reduce or prevent a serious threat to public health and safety; for health oversight activities such as investigations, audits, and inspections; for lawsuits and similar proceedings; for public health purposes such as reporting communicable diseases, work-related illnesses, or other diseases and injuries permitted by law; reporting births and deaths, and reporting reactions to drugs and problems with medical devices; when required by law; when requested by law enforcement as required by law or court order; to coroners, medical examiners, and funeral directors; for organ and tissue donation; for workers' compensation or other similar programs if the person is injured at work and are covered by workers' compensation or other similar programs; for specialized government functions such as intelligence and national security.

All other uses and disclosures not described in this notice require consumers to sign an authorization. Consumers may revoke authorization at any time with a written statement.

Board of Developmental Disabilities Privacy Responsibilities

The Clermont County Board of DD is required by law to: maintain the privacy of consumer personal information, provide this notice that describes the ways we may use and share consumer personal information, and follow the terms of the privacy notice currently in effect. **Clermont DD reserves the right to make changes to the privacy notice at any time and make the new privacy practices effective for all information we maintain.**

*A summary of the current privacy notices is posted in all Clermont DD board facilities and on our web site (www.clermontdd.org). Consumers may also request a copy of any notice from the Clermont County Board of DD Privacy Officer: **Maureen Serbu, Human Resources Coordinator/Privacy Officer, P. O. Box 156, Batavia, OH 45103, or mserbu@clermontdd.org.***