



NOTICE OF PRIVACY PRACTICES

Effective 4/1/03

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.

The Department of Juvenile Justice (DJJ) is dedicated to maintaining the privacy of your health information. We are required by law to maintain the confidentiality of your health information.

Circumstances that may require DJJ to use or disclose your health information include, but are not limited to:

- To public health authorities as required by law;
- In response to a court order;
- For law enforcement purposes;
- When necessary to reduce or prevent a serious threat to your health and safety or the health and safety of another individual or the public;
- To federal officials for intelligence and national security activities authorized by law;
- To parents/guardians in the course of planning for care/treatment;
- Within DJJ for the purposes of treatment, payment, or health care operations; and
- To DJJ Community Corrections staff for the purposes of case management.

Health information pertaining to family planning, sexually transmitted diseases, and/or HIV will not be released without your specific authorization.

Disclosures outside of the Department of Juvenile Justice will require your written authorization. You may revoke such authorization at any time.

Your rights regarding your health information:

- You have the right to request restrictions on certain uses and disclosures of your health information. The Department of Juvenile Justice is not required to agree to the requested restriction.
- You have the right for your communications regarding your health information to be confidential.
- You have the right to inspect, copy or request amendment of your health information.
- You have the right to receive an accounting of the disclosures of your health information.
- You have the right to obtain a paper copy of the Notice of Privacy Practices upon request.

You may exercise any of these rights by submitting a written request to the DJJ Privacy Officer / Director of Legal Services.

DJJ is required to protect your health information, including maintaining the privacy of your health information and providing you with this Notice. DJJ is required to abide by the terms of the Notice currently in effect. DJJ reserves the right to change the terms of its Notice and to make the new Notice provisions effective for all health information that it maintains. The current Notice will be posted in each DJJ location and on the DJJ web site (www.djj.state.ga.us). You may obtain a copy of the current notice by submitting a written request to the DJJ Privacy Officer / Director of Legal Services.

You may file a complaint with DJJ if you feel your privacy rights have been violated without fear of retaliation. You must submit your written complaint to the DJJ Medical Director. You may also file a complaint with the Secretary of Health and Human Services.

If you have further questions regarding this Notice, you may contact the DJJ Privacy Officer / Director of Legal Services at (404) 508-6500.

Signature of Youth/Parent/Guardian: _____ Date: _____