

UNIVERSITY OF SOUTHERN CALIFORNIA **SUMMARY OF NOTICE OF PRIVACY PRACTICES**

What is a Notice of Privacy Practices?

The USC Notice of Privacy Practices provides important information to you about how the University of Southern California and its health care practitioners may use and disclose your health information. The Notice describes those uses and disclosures that USC may make. The Notice also describes your privacy rights and how you may exercise them. Finally, the Notice tells you how to get more information or file a complaint.

Why is USC giving me this Notice of Privacy Practices?

A new federal privacy rule ("HIPAA"), requires that USC provide you with a Notice of Privacy Practices and obtain your acknowledgement that you received the Notice.

What is USC permitted to do with my information?

The Notice of Privacy Practices describes USC policies on how your health information may be used. For example:

- Treatment, Payment and Health Care Operations. USC may use and disclose your information to treat you, to obtain payment for services provided to you and to conduct "health care operations" (for example, internal administration, quality improvement and customer service).
- Relatives, Close Friends and Other Caregivers. In certain circumstances, USC may disclose information to your relatives and other caregivers who are with you or appear on your behalf.
- Required by Law. There are certain instances where USC is required to disclose your health information. For example, in certain limited circumstances, USC may disclose information to public health authorities or in a judicial or administrative proceeding.
- Research. In certain cases, USC may use or disclose your health information for research purposes if an Institutional Review Board (a committee required under federal law to approve USC research studies involving human subjects) grants approval and certain safeguards are in place.
- Use or Disclosure With Your Authorization. For nearly all other purposes, USC must obtain your authorization before using or disclosing your information.
- Uses and Disclosures of Your Highly Confidential Information. USC applies special privacy protections as required by federal and state law for certain of your highly confidential information such as mental health treatment information, alcohol or drug treatment information and HIV test results.

What does it mean if I sign this notice?

Your signature simply acknowledges that you received the notice. It is just like signing for a postal package. USC is required by HIPAA to ask for your acknowledgement of receipt.

What are my privacy rights?

By law, you have the right to:

- See and get a copy of your health information held by USC.
- Request changes if you believe the health information is wrong or incomplete.
- Get a listing of those receiving your health information from USC, other than for routine uses or with your permission.
- Ask USC to limit how your health information is used or how we communicate with you.

The attached Notice describes USC's Privacy Practices and your privacy rights in more detail.