HIPAA PRIVACY RULE
(Admissions Counselors Script)

The Privacy Rule is a regulation that protects your confidential information; it creates national standards to protect your medical records and other personal health information, and holds violators accountable. This regulation is not just for Job Corps, but for any health care provider and others who are covered under the Health Insurance Portability and Accountability Act of 1996, also known as HIPAA. This law allows you to find out how your medical information may be used and who will be given your medical information.

Before you enter the Job Corps program, you must give your consent for the center's health and wellness staff to share your personal health information with others. You give your consent by signing the Authorization. **INFORMATION WILL ONLY BE SHARED WITH OTHERS AS NECESSARY AND ON A NEED-TO-KNOW BASIS.** The Authorization provides detailed information about how your protected health information will be used and who will be given the information. Please read it carefully. If you have difficulty understanding the information, I will read it to you. If you still have questions about the Authorization, I will give you the number of a contact person so you can have your questions answered.

You can withdraw your consent for Authorization at anytime during your enrollment in the Job Corps program, but if you do, the center can separate you from the program.

If, while enrolled in Job Corps, you feel that someone on center violates the Authorization that you have signed, you should contact the center's privacy officer. You also can contact the Secretary for the U.S. Department of Health and Human Services whose address can be obtained from the privacy officer.

There is certain information that can be disclosed without your permission. Once you are on center, the health and wellness staff will talk with you about this and give you a Notice to sign. This is just for your information. By law, the information contained in the Notice can be disclosed without your permission.