

## NOTICE OF PRIVACY PRACTICES

### Kendall Reagan Nutrition Center, Colorado State University

Kendall Reagan Nutrition Center (KRNC) is an outreach service of the Department of Food Science and Human Nutrition at Colorado State University. We are a teaching and research institution. All patient care is overseen and supervised by a registered dietitian nutritionist.

#### Web Privacy

We do not collect information that would personally identify you.

#### Our Assurance Regarding Your Medical Information

We are required by law to make sure that your medical information is protected. We do this in the following ways:

- All staff and students undergo careful HIPAA training and sign confidentiality forms.
- Only KRNC registered dietitian nutritionists and HIPAA-trained students have access to client information.
- All client records and information are secure and confidential.
- We never share your medical or personal information without your written consent.

#### How We May Use And Disclose Medical Information About You

KRNC and CSU abide by all applicable state and federal laws related to the protection of your information. We will only disclose medical information about you when required to do so by federal or state law.

#### Your Rights Regarding Medical Information About You

Your medical information is the property of KRNC, and you have the following rights regarding medical information we maintain about you:

- **Right to Inspect and Copy.** With certain exceptions, you have the right to inspect and/or receive a copy of your medical information.
- **Right to Request an Amendment or Addendum.** If you feel that medical information we have about you is incorrect or incomplete, you may ask us to amend the information or add an addendum (addition to the record). Your request must be made in writing and submitted to KRNC. In addition, you must provide a reason that supports your request.
- **Right to an Accounting of Disclosures.** You have the right to receive a list of the disclosures we have made of your medical information. To request this accounting of disclosures, you must submit your request in writing to KRNC.
- **Right to Request Restrictions.** You have the right to request a restriction or limitation on the medical information we use or disclose about you for treatment, payment or health care operations.
- **Right to Request Confidential Communications.** You have the right to request that we communicate with you about medical matters in a certain way or at a certain location. For example, you may ask that we contact you only at home or only by mail. To request confidential communications, you must make your request in writing to KRNC.
- **Right to a Paper Copy of This Notice.** You have the right to a paper copy of this Notice. You may ask us to give you a copy of this Notice at any time. Even if you have agreed to receive this Notice electronically, you are still entitled to a paper copy of this Notice. Copies of this Notice shall be available at KRNC.

#### CHANGES TO OUR PRIVACY PRACTICES AND THIS NOTICE

We reserve the right to change our privacy practices and this Notice.

#### QUESTIONS OR COMPLAINTS

If you have any questions about this Notice, please contact KRNC. If you believe your privacy rights have been violated, you may file a complaint with CSU or with the Secretary of the Department of Health and Human Services. To file a written complaint with the Center, contact the head of the Department of Food Science and Human Nutrition, 234 Gifford Hall, Fort Collins, CO 80523. You will not be penalized for filing a complaint.

Other uses and disclosures of medical information not covered by this Notice will be made only with your written permission. You understand that we are unable to take back any disclosures we have already made with your permission, and that we will retain our records of the care provided to you as required by law.

This privacy notice is a condensed version of the privacy notice provided to clients. Form adapted from The University of California Davis.