



**State of Montana Department of Public Health and Human Services  
NOTICE OF USE OF PROTECTED HEALTH INFORMATION**

Effective Date April 14, 2003

**For Your  
Protection**

**THIS NOTICE DESCRIBES HOW MEDICAL INFORMATION ABOUT YOU MAY BE USED AND DISCLOSED, AND HOW YOU CAN GET ACCESS TO THIS INFORMATION. PLEASE READ IT CAREFULLY.**

**Private  
Application  
Information**

You are applying for government programs that provide money or services. Before we can review your Application, we ask that you provide some personal information.

The laws say that:

1. We must keep your Protected Health Information ("PHI") from others who do not need to know it; and
2. You can tell us if there is some PHI you do not wish to be shared. However, in some cases, we may not be able to agree to your request.

**Who Sees and  
Shares My  
Application and  
Medical  
Information?**

Unless you tell us differently on your Application, we may share your Application information with other programs that may be able to help you. Some are programs for children, people with disabilities, and people who need financial help. If one of these programs can help you, they will contact you.

Healthcare providers who treat you may use your PHI. This may cover healthcare you have had in the past or may have in the future. We may also use your PHI to contact you about appointment reminders or to tell you about treatment alternatives.

We only share the minimum necessary PHI that is needed at the time by that provider or agency.

**How is Pay-  
ment Made?**

Your healthcare provider sends a claim to an insurance company or to a government program for payment. That claim contains all the information about the services you were provided.

Claims that are sent to us are reviewed to assure that you receive the quality health care every client deserves and that all laws governing medical care are being followed.

**May I See My  
Medical  
Information?**

You are allowed to see your PHI unless it is the private notes taken by a mental health provider, it is part of a legal case, or if your healthcare provider decides it would be harmful for you to see the information. Most of the time you can receive a copy if requested. You may be charged a small amount for the copying costs.

If you think some of the information is wrong, you may request, in writing, that it be changed or new information be added. You may ask that the changes be sent to others who have received your PHI. You can request and receive a list showing where your medical information has been sent, unless it was sent as part of your provider's care, to assure that you received quality care or to make sure the laws are being followed.