

## Our Expectation for Privacy

We recognize that privacy of your personal information is very important. Opportunity Networks in combination with Gateways Community Services is responsible for maintaining standards of compliance within the context of the Health Insurance Portability & Accountability Act (HIPAA).

## Health Insurance Portability & Accountability Act (HIPAA)

As our world becomes more technology-based, the need to address the sharing of private information has become extremely important. The federal government acknowledged this by creating national standards for **Protected Health Information (PHI)**. These standards are designed to protect medical records and other personal health information.

## Protected Health Information (PHI)

Your past, present, or future physical or mental health condition information that is created or received by healthcare or service provider is **Protected Health Information (PHI)**.

## The Health Insurance Portability & Accountability Act (HIPAA) assures that:

- YOU decide who can have your protected health information
- A healthcare or service provider must obtain a written agreement from you before sharing protected health information with outside agencies.
- Agreed upon information can only be used to carry out healthcare supports and services, as well as payment.
- You have the right to look at, have copies made and ask for corrections to your record.
- Your protected health information cannot be shared if there is a reasonable basis to believe that the information will reveal your identity.

## For Additional Information:

### Web Sites:

<http://www.csni.org/hipaa.htm>

[www.hipaa.org](http://www.hipaa.org)

[www.hhs.gov/ocr/hipaa](http://www.hhs.gov/ocr/hipaa)

### Other:

U.S. Dept of Health & Human Services  
Office of Civil Rights  
1-800-368-1019  
Region I

State of New Hampshire  
Dept of Health & Human Services  
1-800-510-7771

**Opportunity Networks assures you  
that all employees are trained in  
HIPAA compliance laws.**

**If you have any questions,  
call or email:**

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### **Our Mission**

Opportunity Networks will provide genuine vocational opportunities to adults with developmental and acquired disabilities from the Greater Nashua/Souhegan Valley community. We are committed to the ideal of meaningful work, in a safe, community-based environment, working towards individual growth and fulfillment.

**For more information about  
Opportunity Networks  
please visit us on the web at:**

[www.opportunitynetworks.org](http://www.opportunitynetworks.org)



[www.facebook.com](http://www.facebook.com)

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**Enriching Our Communities  
by Connecting Local Employers  
& Individuals with  
Opportunities to Succeed**

**Our Policy on**



**We Have an Obligation  
to Protect Your Privacy!**