



Use and Disclosure of Consumer information by Tempus Unlimited Employment Services Program

This notice describes how information about you may be used and disclosed by Tempus workers.

Tempus Unlimited administers programs for those eligible for Pre-ETS, CIES, and SES who have been referred to Employment Services Department.

The Employment Services Department workers include Employment Counselor, Job Developer, and Job Coach who is also responsible to follow this use and disclosure notice.

Consumer responsibilities:

- All program participants sign a Permission to Share which further identifies entities Tempus may contact and share information
- Consumer has the right to restrict information that is shared with your family, close friends, or others.
- Consumer can restrict or share information in a disaster relief situation
- All program participants sign Limits of Confidentiality, which further clarifies use and disclosures.
- You can ask for a paper copy of this notice at any time, even if you have agreed to receive the notice electronically. We will provide you with a paper copy.

Tempus Unlimited responsibilities:

- If you are not able to tell us your preference, for example if you are unconscious, we may go ahead and share your information if we believe it is in your best interest.
- We will say “yes” to restrict whom we share your medical information with unless a law requires us to share that information.
- We will share your information when needed to lessen a serious and imminent threat to health or safety of you or others.
- Tempus Unlimited will share your information with MRC, Individuals you have identified, and Billing purposes.
- Tempus Unlimited will never share or sell your information for marketing purposes.

We will not use or share your information other than as described here unless you tell us we can in writing. If you tell us we can, you may change your mind at any time. Let us know in writing if you change your mind.



Use and Disclosure of Consumer Information by Tempus Unlimited Employment Services Program

How else can we use or share your health information?

- We are allowed or required to share your information in other ways – usually in ways that contribute to the public good, such as public health and research.
- We have to meet many conditions in the law before we can share your information for these purposes.

For more information see: www.hhs.gov/ocr/privacy/hipaa/understanding/consumers/index.html.

Help with public health and safety issues

- We can share health information about you for certain situations such as:
- Reporting suspected abuse, neglect, or domestic violence
- Preventing or reducing a serious threat to anyone's health or safety – includes reporting contagious diseases that cause risk to public safety

Comply with the law

- We will share information about you if state or federal laws require it, including with the Department of Health and Human Services if it wants to see that we're complying with federal privacy law. Address workers' compensation, law enforcement, and other government requests

We can use or share health information about you:

- For workers' compensation claims
- For law enforcement purposes or with a law enforcement official
- With health oversight agencies for activities authorized by law
- For special government functions such as military, national security, and presidential protective services

Respond to lawsuits and legal actions

- We can share information about you in response to a court or administrative order, or in response to a subpoena.
- We are required by law to maintain the privacy and security of your protected health information.
- We will let you know promptly if a breach occurs that may have compromised the privacy or security of your information.
- We must follow the duties and privacy practices described in this notice and give you a copy of it.

For more information see: www.hhs.gov/ocr/privacy/hipaa/understanding/consumers/noticepp.html .

Changes to the Terms of This Notice: We can change the terms of this notice, and the changes will apply to all information we have about you. The new notice will be available upon request, in our office, and on our website: www.tempusunlimited.org