

**Borough of Naugatuck, Connecticut**  
**Notice On Individual Rights to Protected Health Information:**  
**Requesting Restriction on Uses and Disclosures**

The Health Insurance Portability and Accountability Act of 1996 (HIPAA) requirements provide an individual with the right to request restrictions to the use and disclosure of his or her protected health information. While Naugatuck is not required to permit the requested restrictions, they are required to permit the request. If Naugatuck agrees to the requested restrictions, they may not make uses or disclosures that are inconsistent with such restrictions, unless such uses or disclosures are mandated by law.

Naugatuck will allow an individual to request that uses and disclosures of their protected health information be restricted. Upon agreeing to such restriction, Naugatuck will not violate such restriction, unless as specified within this policy and procedure.

Your written, signed, request must include your:

- Name;
- Address;
- Telephone Number;
- Social Security Number;
- Other names used, if applicable, for example: your maiden name;
- Date of Birth;
- Date of care;
- Copy of Photo Identification with signature OR a notarized request;
- Subject of the request; and
- Reason for your request of this information.

Requests for restrictions may be made to:

Jeannette Deschesnes, Director of HR  
HIPAA Privacy Officer  
229 Church St.  
Naugatuck, CT 06770

Naugatuck is not required to honor an individual's request in the following situation(s):

- When the individual who requested the restriction is in need of emergency treatment and the restricted protected health information is needed to provide the emergency treatment;
- If restricted protected health information is disclosed to a health care provider for emergency treatment, Naugatuck will request that such health care provider not further use or disclose information.

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If Naugatuck agrees to an individual's requested restriction, the restriction does not apply to the following uses and disclosures:

- To an individual accessing their own protected health information;
- To an individual requesting an accounting of their own protected health information;
- Facility directories (see policy Using Protected Health Information for Facility Directories);
- Instances for which an authorization or opportunity to agree or object is not required, such as: for judicial and administrative purposes; health oversight; research; law enforcement; or public health; to avert a serious threat to health and safety; for cadaveric organ, eye, or tissue donation; decedents; for Worker's Compensation; victims of abuse, neglect, or domestic violence; specialized government functions; or as required by law.

Naugatuck may terminate its agreement to a restriction in the following situations:

- The individual agrees to or requests the termination in writing;
- The individual orally agrees to the termination and the oral agreement is documented;
- Naugatuck informs the individual that it is terminating its agreement to a restriction. Such termination is only effective with respect to protected health information created or received after it has so informed the individual.

Naugatuck will document and retain the restriction for a period of at least Six (6) years from the date of its creation or the date which it last was in effect, whichever is later.