



YOUR PRIVACY IS IMPORTANT TO US

The Health Insurance Portability and Accountability Act (HIPAA) is a Federal law that protects the privacy rights of your personal health information.

As a DCF client, the pamphlet "Management and Protection of Protected Health Information Policy," is provided to explain the responsibilities of the Department to protect the confidentiality of your personal health information.

This policy tells you the following:

- What DCF's rights and responsibilities to protect the confidentiality of your health information.
- When and how we may use or share your protected health information without your permission.
- When we need your permission to share your protected health information.
- How and where to file a complaint if you think we have violated your privacy rights.

If you need a copy of this pamphlet or feel your privacy has been violated, please write or call:

**DCF Office of Civil Rights
2415 N. Monroe Street, Suite 400
Tallahassee, Florida 32303
(850) 487-1901**

*Mission: Work in Partnership with Local Communities to Protect the Vulnerable,
Promote Strong and Economically Self-Sufficient Families, and Advance
Personal and Family Recovery and Resiliency*