



STUDENT HEALTH CENTER
NOTICE OF PRIVACY PRACTICES

THIS NOTICE DESCRIBES HOW MEDICAL INFORMATION ABOUT YOU MAY BE USED AND DISCLOSED AND HOW YOU CAN GET ACCESS TO THIS INFORMATION.

This notice tells you about the ways in which Napa Valley College Student Health Center (referred to as "we") may collect, use, and disclose your protected health information and your rights concerning your protected health information. "Protected health information" is information about you, including demographic information, that can reasonably be used to identify you and that

Student Health Services and contracted providers within Student Health Services; medical record database management entities with whom Student Health Services holds a contract; for training, public health; or auditing purposes; for research studies; and for emergencies. We provide information when otherwise required by law, such as for law enforcement in specific circumstances. We may use or disclose your protected health information as necessary to contact you or remind you of your appointment. In any other situation, we will ask for your written authorization before using or disclosing any identifiable health information about you. If you choose to sign an authorization to disclose information, you can later revoke that authorization by writing a revocation statement to the Director of Student Health Services (address below) to stop any future uses and disclosures.

We may change our policies at any time. Before we make a significant change in our policies, we will change our notice and post the new notice in the waiting area. You can also request a copy of our notice at any time. For more information about our privacy practices, contact the person listed below.

COMPLAINTS: If you are concerned that we have violated your privacy rights, or you disagree with a decision we made about access to your records, you may contact the person listed below. You also may send a written complaint to Napa Valley College's Associate Vice President of Student Affairs. The person listed below can provide you with the appropriate contact information upon request.

If you have any questions or complaints, please contact:

Melissa Datu NP
Director, Student Health Services
Bldg 2250
2277 Napa-Vallejo HWY
Napa, CA 94558
(707) 256-7780

