

*Ukiah Valley  
Medical Center*



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FOR IMMEDIATE RELEASE

Date: April 8, 2005

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**FIVE STEPS TO PROTECT YOUR PERSONAL HEALTH INFORMATION**  
**April 10–16 Is National Health Information Privacy and Security Week**

Personal health information is a valuable resource. Not only to you, but the doctors, nurses, and other healthcare professionals who provide your treatment and care. Health information management (HIM) professionals are constantly working with your healthcare providers to make sure your information is kept private, secure, and in accordance with federal and state laws. As National Health Information Privacy and Security Week (April 10–16) approaches, the HIM professionals at Ukiah Valley Medical Center offer five steps you can take to ensure the protection and confidentiality of your personal health information:

1. Read your healthcare provider's and health plan's Notice of Privacy Practices. This notice informs you about your rights and how they may use your personal health information. Remember that you can request restrictions on the use and disclosure of your health information for treatment, payment, or notification purposes. You can view UVMC's on their website at [www.uvmc.org](http://www.uvmc.org).
2. Talk to your healthcare provider and health plan if you have any concerns about the confidentiality of your health information.
3. Read the fine print before you authorize release of information. The authorization should specify who is to receive your health information and the purpose of its use.
4. Know what health information is being collected about you and by whom. Find out what safeguards are used to keep it confidential.
5. Be cautious before giving your information on Web sites, phone surveys, or in health screening questionnaires. Know how the information may be used or disclosed.

Sponsored by the American Health Information Management Association (AHIMA), National Health Information Privacy and Security Week is designed to raise awareness among the public about the importance of personal health information privacy and security. For more information about your personal health information privacy rights, visit [www.myphr.org](http://www.myphr.org).

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*Ukiah Valley Medical Center is a member of Adventist Health, a not-for-profit health care system headquartered in Roseville, California, and affiliated with the Seventh-day Adventist Church. Spanning California, Hawaii, Oregon and Washington, the organization is comprised of more than 85 distinct business units, including 20 hospitals—controlled, managed or leased—with over 3,100 beds, 17,500 employees, numerous clinics and outpatient facilities, 16 home care agencies and two joint-venture retirement centers. For more information, visit [www.uvmc.org](http://www.uvmc.org) or [www.adventisthealth.org](http://www.adventisthealth.org).*

*AHIMA is the premier association of HIM professionals. AHIMA's 50,000 members are dedicated to the effective management of personal health information needed to deliver quality healthcare to the public. Founded in 1928 to improve the quality of medical records, AHIMA is committed to advancing the HIM profession in an increasingly electronic and global environment through leadership in advocacy, education, certification, and lifelong learning. For information about the Association, go to [www.ahima.org](http://www.ahima.org).*