

Tempus Unlimited- Your Information. Your Rights. Our Responsibilities.

This notice describes how medical information about you may be used and disclosed by Tempus PCA program workers and how you can get access to this information.

- Tempus Unlimited administers programs for those eligible for MassHealth benefits, which includes Personal Care Management.
- Personal Care Management “workers” include staff who are also responsible to follow this use and disclosure notice.
- Tempus 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.
- Tempus Personal Care Management shares required PCA employer related information with the Tempus Unlimited Fiscal Intermediary program for the purposes of a consumer’s enrollment to the PCA program.
- Let us know in writing or by telephone (someone can assist you with the written request) if you change your mind.
- You also have the right to access your record upon request to Tempus Unlimited PCM Keeper of Records.

Member rights and responsibilities:

- All potential and current program participants sign a Permission to Share Information Form which further identifies entities Tempus may contact to establish your eligibility to this MassHealth program. If you restrict contact with other entities, services to establish eligibility or program continuation could end.
- All program participants will review this Use and Disclosure form, and ask questions about anything written.
- Identify an Emergency Contact in case Tempus PCM can’t get in touch with you.
- You have the choice of how we share your information with your surrogate – email, text, phone – and this will be reviewed with you as applicable.
- You have the right to ask Tempus to limit information that is shared with anyone.
- Member can restrict or share information in a disaster relief situation.
- Member can restrict or share your information in a hospital directory.
- 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.
- File a complaint if you feel your privacy rights have been violated.

Tempus Unlimited has certain responsibilities:

- Tempus is required by law to maintain the privacy and security of your protected health information.
- Tempus will let you know promptly if a breach occurs that may have compromised the privacy or security of your information.
- 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 PCM clinical assessment and/or program information with your primary care provider and MassHealth for eligibility, auditing and billing purposes.
- Medical Practitioners and Tempus Unlimited clinical team can share info with each other if the purpose is establishing eligibility.
- We can use and share your health information to bill and get payment from health plans or other entities. Example: We give information about you to MassHealth or the SCO/1Care/MCO/ACO plan, so it will pay for your services.

How else can we use or share your health information?

Tempus will not share your information in other ways that contribute to the public good, such as public health and research, unless you tell us to do so.

Tempus will not share your information for marketing purposes. 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/undersanding/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 health 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/undersanding/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 web site: www.tempusunlimited.org



Personal Care Management
600 Technology Center Drive
Stoughton, MA 02072
(800) 924-7570