

ISHAMI RYA MERILANDI (MARYLAND) RISHINZWE UBUZIMA N'UBUZIMA BWO MU MUTWE N'AMAKURU Y'UBUZIMA BWAWE

IMBUZI Y'IMIGENZEREZE Y'UBUZIMA BWAWE BWITE

IYI MBUZI ISOBANURA UKO AMAKURU Y'UBUZIMA BWAWE ASHOBORA GUKORESHWA NO GUSHYIRWA AHAGARAGARA N'UBURYO WAYABONA. TURAGUSABA KUYASUZUMANA UBUSHISHOZI.

Intangiriro

Ishami rya Maryland Rishinzwe Ubuzima n'Ubuzima bwo mu Mutwe (DHMH) riyiyemeje kurinda umutekano w'amakuru arebana n'ubuzima bwawe. DHMH isabwa n'itegeko gukomera ku ibanga ry'Amakuru y'Ubuzima Arinzwe (Protected Health Information (PHI)). PHI ikubiyemo amakuru ayo ariyo yose yigaragaza duhabwa nawe cyangwa n'abandi bafite aho bahuriye n'ubuzima bwawe bwo ku mubiri cyangwa bwo mu mutwe, cyangwa ubwishyu bw'ubuvuzi wahawe. Nk'uko bisabwa n'amategeko, iyi mbuzi iraguha amakuru yerekeye uburenganzira bwawe n'inshingano zacu duhabwa n'amategeko ndetse n'imigenzereze yo kubika ibanga hitwararikirwa ibanga rya PHI. Kugira ngo hatangwe ubuvuzi cyangwa ubuvuzi bwawe bwishyurwe, DHMH izagusaba amakuru y'ubuzima bwawe kandi isabe ko ayo makuru y'ubuzima bwawe ashwirwa mu ifishi yawe. Ubusanzwe iyo fishi iba irimo ibimenyetso, ibizami wakorewe n'ibisubizo, isuzuma n'ibipimo wakorewe n'imiti/ubuvuzi wahawe. Ayo makuru, yifashishwa nk'ifi yawe y'ubuzima cyangwa ifishi yo kwa muganga, kandi yemewe n'amategeko nk'amakuru y'ubuzima, ishobora gukoreshwa no kwifashishwa ku mpamvu zinyuranye. DHMH n'Abafatanyabikorwa bayo mu Kazi (Business Associates) barasabwa gukurikiza imigenzereze y'ibanga yasobanuwe muri iyi Mbuzi, nubwo DHMH ifite uburenganzira bwo guhindura imigenzereze yacu y'ibanga n'ingingo z'iyi mbuzi igihe icyo aricyo cyose. Ushobora gusaba kopi y'Imbuzi nshya ku ishami rya DHMH iryo ariryo ryose. Iboneka kandi ku rubuga rwacu rwa interineti kuri <http://dhmh.maryland.gov>.

Ibyemewe gukoreshwa no gutangazwa

Abakozi ba DHMH bazakoresha gusa amakuru y'ubuzima bwawe mu kazi kabo. Ku mikoreshereze itari iyo DHMH isanzwe ikora, DHMH igomba kuba iyifitiye uburenganzira bwawe bwanditse keretse mu gihe itegeko ribyemera cyangwa ribisaba, kandi ushobora kuvanaho ubwo burenganzira mu irengayobora runaka. Ingero zikurikira ni zimwe mu byo dushobora kwemererwa gukoreshamo no gushyira ahagaragara amakuru y'ubuzima bwawe:

Imikoreshereze no Gushyira ahagaragara bidasaba icyemezo cyerekeranye n'Ubuvuzi, Ubwishyu, cyangwa Ibikorwa by'Ubuvuzi:

- **Ku bijyanze n'ubuvuzi:** DHMH ishobora gukoresha cyangwa guhanahana amakuru y'ubuzima bwawe kugira ngo yemeze, yange imivurire, no kugena niba imivurire wahawe ikwiriye. Urugero, abashinzwe ubuzima ba DHMH bashobora gukenera kuvugurura imivurire yawe n'abashinzwe kuguha ibikorwa by'ubuvuzi bisabwe na muganga cyangwa guhuza ibikorwa by'ubuvuzi.
- **Guhabwa ubwishyu:** DHMH ishobora guhanahana amakuru y'ubuzima bwawe kugira ngo hakorwe inyemezabuguzi kandi hakusanywe ubwishyu bwa serivisi z'ubuvuzi wahawe no kugena niba wujuje ibisabwa kugira ngo ube mu bagenerwabikorwa ba serivisi zacu. Urugero, umwishingizi wawe w'ubuzima ashobora kohereza ibirego asaba kwishyurwa serivisi z'ubuvuzi wahawe.
- **Ku bikorwa by'ubuvuzi:** DHMH ishobora guhanahana amakuru y'ubuzima bwawe kugira ngo isuzume ubwiza bwa serivisi zatanze, cyangwa kuri leta yacu cyangwa ku bagenzuzi b'imari ba leta nkuru.
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Imikoreshereze no Gushyira ahagaragara Amakuru y'Ubuzima Isabwa cyangwa Yemewe n'Amategeko:

- **Impamvu z'amakuru:** Keretse uduhaye andi mabwiriza, DHMH ishobora kohereza inyibutsagahunda wahawe n'izindi nyandiko zirebana na gahunda mu rugo iwawe.
- **Ibisabwa n'amategeko:** DHMH ishobora gushyira ahagaragara amakuru y'ubuzima igihe amategeko abidusaba.
- **Ibikorwa by'ubuzima rusange:** DHMH ishobora gushyira ahagaragara amakuru y'ubuzima igihe DHMH isabwe gukusanya cyangwa gutanga amakuru ajyanye n'indwara, inkomere, cyangwa kugaragaza imibare shingiro ku tundi dushami two mu ishami n'abandi bayobozi b'ubuzima rusange.
- **Ibikorwa byo gukurikirana ubuzima:** DHMH ishobora kumenyesha amakuru y'ubuzima bwawe ku tundi dushami two muri iryo shami n'ibindi bigo ku bikorwa by'ukurikirana bisabwa n'amategeko. Ingero z'ibyo bikorwa by'ukurikirana ni ubugenzuzi bw'imari, igenzuramikorere, ubucukumbuzi, gutanga uburenganzira bwo gukora umwuga.
- **Abaganzacyaha, Abaganga basuzuma, Abayobozi bashinzwe Gushyingura imirambo n'Abatanga Imyanya y'Umubiri:** DHMH ishobora guha Abaganzacyaha, Abaganga basuzuma cyangwa Abayobozi bashinzwe gushyingura imirambo, n'imiryango ibyemerewe ikora ibijyanye no gutanga cyangwa gutera imyanya y'umubiri, amaso cyangwa uruhu amakuru y'ubuzima yerekeranye n'urupfu.
- **Impamvu z'ubushakashatsi:** Mu buryo bumwe, kandi bihagarikiwe n'Inama y'Imivugururire y'Ikigo cyacu (Institutional Review Board) cyangwa cyangwa indi nama ishinzwe ubuzima bwite yagenwe, DHMH ishobora gutanga amakuru y'ubuzima hagamijwe gufasha ubushakashatsi mu by'ubuzima.
- **Kubenyekanisha ibyahungabanya ubuzima cyangwa umutekano:** Kugira ngo hirindwe amagume akomeye yahungabanya ubuzima cyangwa umutekano, DHMH ishobora gutanga amakuru y'ubuzima kubera ko bikenewe kugira ngo amategeko yubahirizwe cyangwa ku bandi bantu bashobora kuburizamo cyangwa kugabanya ingaruka z'ikibi mu buryo bugaragara.
- **Ihohoterwa amahano no kutita ku bintu:** DHMH izabwira amakuru y'ubuzima bwawe abayobozi babishinzwe nitwiyumvisha ko ushobora kwibasirwa n'ihohoterwa, kutitabwaho, ihohotera rikorerwa mu ngo, cyangwa ubundi bugizi bwa nabi. DHMH ishobora gutanga amakuru y'ubuzima bwawe kugeza ku rwego rukenewe kugira ngo hamenyekanishwe ikibi gikomeye cyabangamira ubuzima bwawe cyangwa umutekano cyangwa umutekano w'abandi.
- **Imirimo yihariye yo muri leta:** mu bihe bimwe, DHMH ishobora gutanga amakuru y'ubuzima bw'abakozi bo mu gisirikari n'abagizezerewemo, ku magereza mu bihe bimwe, kuri gahunda za leta zijyanye no kureba ibisabwa no kubinjizamo, no kubera impamvu z'umutekano w'igihugu nko kurinda Perezida.
- **Umuryango, inshuti, cyangwa abandi bagira uruhare mu kukwitaho:** DHMH ishobora guha amakuru y'ubuzima bwawe abantu nk'uko yerekeranye n'uruhare bagira mu kukwitaho cyangwa kwishyura amafaranga yo kukwitaho. DHMH ishobora guha amakuru y'ubuzima bwawe abantu kugira ngo ibamenyeshe aho uherereye, imibereho rusange, cyangwa urupfu rwawe.
- **Ubwiteganyirize bw'umukozi:** DHMH ishobora gutanga amakuru y'ubuzima muri gahunda zishinzwe kugenera abakozi ubwiteganyirize ku bikomere cyangwa ubumuga bukomoka ku kazi cyangwa indwara butitaye ku ikosa.
- **Ibitabo by'abarwagi:** muri rusange, ibigo bya DHMH ntibigira ibitabo biha abahamagara cyangwa abashyitsi bagushaka mu izina. icyakora, niba ikigo cya DHMH cyarashyizeho igitabo, ntuzamenyekanishwa ku uguhamagaye cyangwa ugusuye utabitangiye uruhusa, kandi amakuru make dutanga ashobora kuba akubiyemo izina ryawe, aho uherereye mu kigo, imiterere rusange yawe (urugero: araho, nta kibazo afite, n'ibindi.) ndetse n'idini ryawe.
- **Imanza, amakimbirane n'ibirego:** niba ufite urubanza, amakimbirane cyangwa ikirego, DHMH

ishobora gutanga amakuru y'ubuzima bwawe yubahiriza amabwiriza y'urukiko cyangwa y'ubutegetsi, ihamagazwa mu rukiko, ubusabe bwo gushaka ukuri, ubucukumbuzi bw'ikirego cyagutangwiye, cyangwa ikindi gikorwa cyose cy'amategeko.

- **Kubahiriza amategeko:** DHMH ishobora kubwira amakuru y'ubuzima bwawe umukozi ushinze gushyira mu bikorwa amategeko mu nyungu zisabwa n'amategeko cyangwa yubahiriza ihamagazwa.
- **Izindi mpande kugira ngo zikore ibikorwa zemerewe:** DHMH ubwacu dushobora gukora ibikorwa byagaragajwe hejuru, cyangwa se dushobora no gukoresha ibigo bitari ibya DHMH (bizwi nk'Abafatanyabikorwa mu Kazi) kugira ngo bikore ibyo bikorwa. Mu bikorwa nk'ibyo aho duha amakuru y'ubuzima bwawe (PHI) undi muntu ukora mu mwanya wacu, tuzarinda amakuru y'ubuzima bwawe (PHI) dukoresheje amasezerano y'ibanga akwiriye.
- **Ibikorwa byo gushaka inkunga:** DHMH ishobora gukoresha amakuru akureba kugira ngo ivugane nawe mu rwego rwo gukusanya amafaranga ya DHMH n'ibikorwa byayo. Amakuru tugutangaho azagarukira gusa ku izina, aderesi yawe na numero ya telefone yawe ndetse n'amatariki wahereweho ubuvuzi cyangwa serivisi kuri DHMH.

UBURENGANZIRA BWAVE

Ufite uburenganzira bwo:

- **Gusaba guhagarika:** Ufite uburenganzira bwo gusaba ko hashyirwaho umupaka ku makuru y'ubuzima DHMH ikoresha cyangwa igutangaho. DHMH izubahiriza icyifuzo cyawe niba bishoboka, ariko ntitegetswe n'amategeko kwemera ubusabe bwawe. Uretse bisabwe n'amategeko, DHMH igomba kwemera ubusabe bwawe niba kuyatangaza bigenewe gahunda y'ubuzima ku nyungu zo kwishyura cyangwa ibikorwa by'ubuvuzi (kandi atari mu nyungu zo kuvura); kandi ayo makuru y'ubuzima agizwe ibanga akaba ajyanye gusa n'igikorwa cy'ubuvuzi cyangwa serivisi utanga icyo gikorwa by'ubuzima yarishyuye yose mu ntoki.
- **Gusaba kugirirwa ibanga:** Ufite uburenganzira bwo gusaba ko DHMH ikoherereza amakuru ku yindi aderesi cyangwa mu bundi buryo. DHMH igomba kwemera icyifuzo cyawe igihe cyose bigaragara ko bitworohye kubikora.
- **Kugenzura no gufotora:** Hamwe n'amarengayobora amwe (nk'inyardiko z'ubuvuzi bw'imitekerereze, amakuru yakusanyirijwe imanza zimwe na zimwe, n'amakuru y'ubuzima abujijwe n'amategeko), ufite uburenganzira bwo kubona amakuru y'ubuzima bwawe igihe cyose wanditse ubisaba. Niba ukeneye amakopi y'amakuru y'ubuzima bwawe, ushobora gusabwa gutanga ikiguzi kidakanganye cyo kubifotora, kubyohereza mu iposita, no gutegura ubusobanuro cyangwa incamake y'amakuru y'ubuzima abujijwe. Ufite uburenganzira bwo guhitamo ibice by'amakuru yawe ushaka ko afotorwa no kumenyeshwa hakiri kare amakuru yerekeranye n'ikiguzi cyo kubifotora. Mu gihe DHMH ibika amakuru y'ubuzima bwawe ikoresheje uburyo bw'ikoranabuhanga, tuzatanga amakuru yo mu buryo bw'ikoranabuhanga kandi dushyikirize amakopi y'ayo makuru y'ubuzima ikigo cyangwa umuntu wagennye wowe ubwawe, ayo mahitamo apfa gusa kuba asobanutse, yigaragaza, kandi yihariye.
- **Gusaba guhindura:** Ushobora gusaba mu nyandiko ko DHMH igira icyo ikosora cyangwa yongera ku ifishi y'ubuzima bwawe. DHMH izasubiza icyifuzo cyawe mu minsi 60, ishobora kongerwaho iminsi 30, igihe bikenewe. DHMH ishobora kwanga icyifuzo cyawe igihe DHMH isanze ko ayo makuru y'ubuzima: (1) ari yo kandi yuzuye; (2) atakozwe natwe kandi/cyangwa atari mu bigize amakuru dufite; (3) atemewe gutangazwa. Niba DHMH yemeje ubusabe bwo guhindura, DHMH izahindura ayo makuru y'ubuzima inabikumenyeshye, kandi DHMH izamenyeshya abandi bakeneye kumenya iyo mpinduka yo mu makuru y'ubuzima bwawe.
- **Gusaba uruhusa:** Ufite uburenganzira bwo gusaba uruhusa ku rw'imikoreshereze n'imitangarize myinshi y'inyardiko z'ubuvuzi bw'imitekerereze, rwo guhabwa amakuru yo kwamamaza no kugurisha PHI yawe.
- **Guhabwa urutonde rw'abahawe amakuru:** Ufite uburenganzira bwo gusaba urutonde rw'amakuru yatanze ku makuru y'ubuzima bwawe nyuma y'itariki ya 14 Mata 2003, no mu myaka itandatu

ibanziriza itariki urwo rutonde rusabiweho. Irengayobora ni amakuru y'ubuzima yakoreshejwe mu kuvura, kwishyura, n'ibikorwa by'ubuzima. Byongeye, DHMH ntigomba gukora urutonde rw'amakuru yaguhawe, ashingiye ku ruhusa rwawe rwanditse, yatanzwe ku mpamvu z'umutekano w'igihugu, yahawe abashinzwe kubahiriza no gushyira mu bikorwa amategeko, cyangwa amagereza. Nta kiguzi gisabwa ku rutonde rutarenze rumwe mu mwaka. Byongeye kandi, DHMH izatanga urutonde rw'amakuru y'ubuzima yatanzwe binyuze mu ikoranabuhanga ku mpamvu z'ubuvuzi, kwishyura, n'ibikorwa by'ubuvuzi, ariko aya makuru agarukira gusa ku myaka itatu ibanziriza itariki yasabiweho.

- **Kuvanwa:** Ufite uburenganzira bwo guhabwa amakuru y'ikusanya ry'inkunga n'uburenganzira bwo gusaba kuvanwa ku makuru y'ikusanyankunga. Ufite kandi uburenganzira bwo kuvanwa mu gitabo cy'abarwayi b'ivuriro rya DHMH.
- **Guhabwa icyemezo:** Ufite uburenganzira bwo guhabwa kopi yanditse y'iki cyemezo na/cyangwa kopi yoherejwe mu buryo bw'ikoranabuhanga rya interineti igihe ubisabye.
- **Kumenyeshwa ivicategeko:** Ufite uburenganzira bwo kohererezwa imbuzi igihe cyose habayeho ivicategeko ry'amakuru y'ubuzima bwawe (PHI) atarinzwe neza.
- **Guhabwa uburinzi bw'amakuru muzi:** niba hari kimwe mu byiciro byo kubungabunga ubuzima bya DHMH gifatwa nka gahunda y'ubuzima, iyo gahunda y'ubuzima ibujijwe gukoresha cyangwa gutanga amakuru muzi yawe mu mpamvu zimwe zo gutera inkunga.
- **Guhabwa uburinzi bw'amakuru y'ubuzima bwo mu mutwe:** Niba amakuru y'ubuvuzi ikozwe mu rwego rwawe uhabwa serivisi z'ubuzima bwo mu mutwe atangajwe nta ruhusa rwawe, DHMH izatanga gusa amakuru yo mu ifishi yawe ajyanye n'impamvu y'iryo tangazwa.

Ibindi bisobanuro:

Iyi nyandiko iboneka mu zindi ndimi no mu miterere inyuranye ikurikije amabwiriza y'Iteka Rigenga Abanyamerika Babana n'Ubumuga (Americans with Disabilities Act). Niba ufite ibibazo ukaba ukeneye ibindi bisobanuro, ushobora kubaza: (**Shyiraho Amazina na numero ya telefone y'Ishami ry'Ikigo Cyatanzwe**) _____

Kugaragaza ikibazo ku Migenzereze yacu y'Ubuzima Bwite:

Niba wiyumvisha ko uburenganzira bwawe ku buzima bwite bwabangamiwe, ushobora gutanga ikirego.

- Ushobora gutanga ikirego mu Ishami ry'Ubuzima n'Ubuzima bwo mu Mutwe, Agashami k'Imirimo Rusange (Department of Health and Mental Hygiene, Division of Corporate Compliance) kuri numero ya telefone 1-866-770-7175.
- Ushobora gutanga ikirego ku Munyamabanga w'Ishami rya Leta Zunze Ubumwe z'Amerika Rishinzwe Ubuzima na Serivisi z'Abantu, Ibiro by'Uburenganzira bwa Muntu. Ku bindi bisobanuro ushobora guhamagara Ishami ry'Ubuzima n'Ubuvuzi bwo mu Mutwe.

DHMH nta gikorwa cyo kukwihimuraho nutanga ibyo birego.

Itariki yo gutangira kubahirizwa: Iki cyemezo gitangira gukurikizwa ku itariki ya 19 Kanama 2013.

(Gahunda zibishinzwe zigomba gukora uko zishoboye zikagerageza gusinyisha iri yemeraruhare)

Kwemeza ko wabonye iki cyemezo:

Umurwayi cyangwa Umuhagarariye
Wabihereye ububasha

Itariki _____

Niba utabashije guhabwa icyemezo,
vuga impamvu:

Umukono w'Uhagarariye DHMH _____