

Privacy Practices: Your Information. Your Rights. Our Responsibilities.

This notice describes how medical information about you may be used and disclosed and how you can get access to this information. **Please review it carefully.**

Your Rights:

You have the right to:

- Get a copy of your medical record (paper or electronic)
- Correct your medical record
- Request confidential communication
- Ask us to limit information we share
- Get a list of who we've shared your information with
- Get a copy of these privacy practices
- Choose someone to act for you
- File a complaint if your privacy rights have been violated

Your Choices:

You have choices in the way that we use and share information regarding:

- Telling family and friends about your condition
- Providing disaster relief
- Including you in a hospital directory
- Providing mental health or behavioral health care
- Marketing our services and/or selling your information
- Raising funds

Our Uses and Disclosures:

We may use and share your information to:

- Treat you
- Run our organization
- Bill for services to you
- Help with public health and safety issues
- Perform research
- Follow the law
- Respond to organ or tissue donation requests
- Work with medical examiners or funeral directors
- Address workers' comp, law enforcement, or other government requests
- Respond to lawsuits or legal actions

Your Rights

When it comes to your health information, you have certain rights. This section explains your rights and our responsibilities to you.

Get a copy of your medical record

- You can ask to see or get the electronic or paper copy of your medical record and any other health information we have about you. You may ask us how to do this.
- We will provide a copy or summary of your health information, within 30 days of your request. We may charge a reasonable fee.

Ask us to correct your medical record

- You can ask us to correct health information about you that you think is incorrect. You can ask us how to do this.
- We may say “no” to your request, but we will tell you in writing within 60 days why we are saying no.

Request confidential communication

- You can ask us to contact you in a specific way (such as home or office phone) or to send mail to a different address for you.
- We will say “yes” to all reasonable requests.

Ask us to limit what we use or share

- You can ask us not to use or share certain information for treatment, payment, or our operations.
- We are not required to agree to your request. We may say “no” if it would affect your care.
- If you pay for a service or health care item out-of-pocket, you can ask us not to share that information for the purpose of payment or our operations with your health insurer.
- We will say “yes” unless the law requires us to share that information.

Get a list of those whom we’ve shared information with

- You can ask for a list of the times we’ve shared your health information for back to six years prior to the date you ask; ask who we shared it with, and why.
- We will include all the disclosures except for those about treatment, payment, and health care operations, and certain other disclosures (such as any you asked us to make). We’ll provide one accounting a year for free but may charge a reasonable, fee if you ask for another one within 12 months.

Get a copy of this privacy notice

- 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 then provide you with a paper copy.

Choose someone to act for you

- If you have given someone medical power of attorney or if someone is your legal guardian, that person can exercise your rights and make choices about your health information.
- We will make sure the person has the authority and can act for you before we take any action.

File a complaint if you feel your rights are violated

- You can complain if you feel we have violated your rights by contacting us using this information.

- You can file a complaint with the U.S. Department of Health and Human Services Office for Civil Rights by sending a letter to:
- 200 Independence Avenue, S.W.,
- Washington, D.C. 20201

You can also call 1-877-696-6775, or visit <http://www.hhs.gov/ocr/privacy/hipaa/complaints/>.

We will not retaliate against you for filing a complaint.

Your Choices

For certain health information, you can tell us your choices about what we share. If you have a clear preference for how we share your information in the situations described below, talk to us. If you tell us what you want us to do, we will follow your instructions.

In these cases, you have the right and choice to tell us to:

- Share information with your family, close friends, or others involved in your care
- Share information in a disaster relief situation
- Include your information in a hospital directory
- Contact you for fundraising efforts

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 may also share your information when needed to lessen an imminent threat to your health or safety.

In these cases we never share your information unless you give us written permission:

- Marketing purposes
- Sale of your information
- Most sharing of psychotherapy notes

In the case of fundraising:

- We may contact you for fundraising efforts, but you can tell us not to contact you again.

Our Uses and Disclosures

How do we typically use or share your health information? We typically use or share your health information in the following ways:

To Treat you

- We can use your health information and share it with other professionals who are treating you. For example: a healthcare provider treating you for an injury may ask another provider about your overall health condition.

Run our organization

- We can use and share your health information to run our practice, improve your care, and contact you when necessary. For example: we can use health information about you to manage your treatment and services.

Bill for your services

- We can use and share your health information to bill and get payment from health plans or other entities. For example: we give information about you to your health insurance plan so it will pay for your services.

How else can we use or share your health information?

We are allowed or required to share your information in other ways – usually in ways that contribute to the public good, such as public health and research. We have to meet many legal conditions before we can share your information for these purposes.

For more information see: www.hhs.gov/ocr/privacy/hipaa/understanding/consumers/index.html.

Help with public health and safety issues

We can share health information about you for certain situations such as:

- Preventing disease
- Helping with product recall
- Reporting adverse reactions to medications or treatments
- Reporting suspected abuse, neglect, or domestic violence
- Preventing or reducing a serious threat to your or anyone's health or safety

Do research

- We can use or share your information for health research.

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.

Respond to organ and tissue donation requests

- We can share health information about you with organ procurement organizations.

Work with a medical examiner or funeral director

- We can share health information with a coroner, medical examiner, or funeral director when an individual dies.

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 law enforcement officials
- With health oversight agencies for activities authorized by law
- For special government functions such as military, national security, or presidential protective services

Respond to lawsuits and legal actions

- We can share health information about you in response to court or administrative orders, or in response subpoenas.