

PRIVACY PRACTICES

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

Effective April 14, 2003

Privacy Promise – We respect the privacy of personal information and understand the importance of keeping this information confidential and secure. This notice describes how we protect the confidentiality of the personal information we receive. Our practices apply to current and former clients.

How We Use Your Health Information – Each time you visit a hospital, physician, or other healthcare provider, a record of your visit is made. Typically, this record contains your symptoms, examination and test results, diagnosis, treatment, and a plan for future care or treatment. This information, often referred to as your health or medical record, serves as a:

- Basis for planning your care and treatment.
- Means of communication among the many health professionals who contribute to your care.
- Information for payment when billing a third party
- Staff with the treatment team
- When required by law

Other Permitted or Required Uses and Disclosures

Business Associates: Information may be disclosed to business associates under a written agreement requiring the business associate to protect the information. Business associates are entities that assist with or conduct activities on behalf of, including organizations that provide legal, accounting, administrative, and similar functions.

Communication with Family: Health professionals may disclose to a family member, other relative, close personal friend or any other person you identify with written consent (42 CFR part 2), specific health information relevant to that person's involvement in your care or payment related to your care.

Research: We may disclose information to researchers when an institutional review board that has reviewed the research proposal and established protocols to ensure the privacy of your health information has approved their research.

Marketing: We may contact you to provide alumnus activities, guest speaker meetings, or information about treatment activities or other health-related benefits and services that may be of interest to you. Any written marketing communication must be sent in an envelope showing only the address of the sender. If you choose not to receive further communications we will remove your name from the distribution listing within five days.

Fundraising: Demographic information and dates of service may be disclosed to business associates (under an agreement) for fundraising under certain circumstances. Client authorization is required for all other uses and disclosures.

Law Enforcement: We may only disclose your health information under a special court order meeting the specific requirements of 42 CFR. A subpoena or routine court order is not sufficient.

Reporting Crime: No authorization is required to report a crime (or threat of a crime) on premises or against program personnel. Information is limited to circumstances, name and address, last known whereabouts.

Public Health: Information may be disclosed to report cause of death as required by law; report child abuse and neglect as required by law; and to medical personnel of the FDA who assert reason to believe the health of an individual may be threatened by error in manufacture, labeling, or sale of product, and that information will be used exclusively for notifying clients and physicians of potential dangers. These disclosures must be made in such a way that the individual is not identified as a substance abuse client.

Regulatory Activities: Federal law makes provisions for your health information to be released to an appropriate health oversight agency, public health authority or attorney, provided that a work force member or business associate believes in good faith that we have engaged in unlawful conduct or have otherwise violated professional or clinical standards and are potentially endangering one or more clients, workers or the public.