

# Acadian Comprehensive Therapy Services

## HIPAA NOTICE OF PRIVACY PRACTICES

**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 health information is private. Keeping the privacy of your health information is important to us. This notice describes how we use your personal health information, what your rights are, and what our responsibilities are.

### REASONS THAT YOUR PROTECTED HEALTH INFORMATION MAY BE USED AND DISCLOSED

- **For Treatment:** Acadian Comprehensive Therapy Services is allowed to use and disclose your protected health information in order to treat you. For example, doctors, nurses, medical technicians and other staff may discuss your case with other health care providers in order to treat you.
- **For Payment:** Acadian Comprehensive Therapy Services is allowed to use and disclose your protected health information in order to get payment for your treatment. For example, Acadian Comprehensive Therapy Services may disclose the type of treatment provided to you in order to get payment from an insurance company. Your information may also be shared with other government programs such as Medicare and Medicaid to coordinate benefits.
- **For Health Care Operations:** Acadian Comprehensive Therapy Services is allowed to use and disclose your protected health information in order to continue its health care operations. For example, your information may be used or disclosed by a nurse to a social worker for case management purposes and care coordination with other providers of service who may be involved in your case. Your information may be used to review and evaluate our performance in providing services.
- **Appointment Reminders:** Acadian Comprehensive Therapy Services may use your protected health information to contact you to remind you about your appointments, to give you information about treatment alternatives and to provide you with information on other health related benefits and services.
- **Business Associates:** There are some services provided by Acadian Comprehensive Therapy Services through contracts with businesses. Examples include health care providers and consultants. When these services are agreed upon, we may share your health information with these businesses so that they can perform the job we have asked them to do. To protect your health information we require the business associates to keep your information private.
- **Research:** Anyone that would like to use personal health information to conduct research studies must have approval of the institutional review board unless restricted by other federal state laws. Only after approval Acadian Comprehensive Therapy Services may disclose your information.
- **The County Administrator:** Acadian Comprehensive Therapy Services is permitted to share your personal health information with the County Administrator, who is responsible for overseeing mental health services and must receive information regarding Acadian Comprehensive Therapy Services mental health operations as required in certain circumstances as permitted by law.
- **Commitment Proceedings:** During the course of an involuntary commitment proceeding, the judge may direct that the court, or mental health review officer, as allowed under the Mental Health Procedures Act, have access to your personal health information for purposes of conducting the hearing. If you are the subject of an involuntary commitment proceeding, information will be shared with attorneys assigned to represent you.
- **Food and Drug Administration (FDA):** Acadian Comprehensive Therapy Services may disclose health information to the FDA about problems with food, supplements, product and product defects, or post marketing surveillance information so that the FDA may call for product recalls, repairs, or replacements.
- **Worker's Compensation:** Acadian Comprehensive Therapy Services may disclose health information as authorized by law to comply with laws relation to worker's compensation or other similar programs established by law.
- **Public Health:** As required by law, Acadian Comprehensive Therapy Services may disclose your health information without your consent to public health or legal authorities whose job is preventing or controlling disease, injury or disability.
- **Correctional Institutions:** Should you be an inmate of a correctional institution, Acadian Comprehensive Therapy Services may share your health information with the health care professionals at the institution so you can continue your health treatment. Acadian Comprehensive Therapy Services may disclose the protected health information of anyone we reasonably believe that is a victim of abuse, neglect, or domestic violence to the appropriate authorities when authorized by the law.
- **Health Oversight Activities:** Acadian Comprehensive Therapy Services may disclose your protected information to a health oversight agency when necessary for the oversight of the health care system, government benefit programs, and to determine compliance with civil rights laws.
- **Judicial and Administrative Proceedings:** Acadian Comprehensive Therapy Services may disclose protected health information to law enforcement officials.
- **Law Enforcement:** In certain circumstances Acadian Comprehensive Therapy Services may disclose protected health information to law enforcement officials.

- **Decedents:** Your health information may be used and disclosed to coroners, medical examiners, and funeral directors if it is needed to carry out their duties.
- **Military:** Acadian Comprehensive Therapy Services may use and disclose protected health information to the appropriate authorities for military and veterans activities.
- **Reports:** Federal law allows your health information to the appropriate health oversight agency, public health authority or attorney, provided that an employee 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 hurting individuals, workers or the public.
- **Required By Law:** Acadian Comprehensive Therapy Services may use or disclose your protected health information for purposes required by law.

**When the situation is not an emergency and you have not objected, Acadian Comprehensive Therapy Services may disclose your protected health information:**

- To a relative or someone who you have agreed to be involved in your care or health care payment.
- To notify, or assist in notifying, a family member or personal representative of your location and general condition.
- To legally authorize disaster relief agencies to coordinate with such agencies.

**Authorizations:** Other uses and disclosures of your personal health information will be made only with your authorization. You have the right to change your mind at any time in writing before we have shared your information.

**YOUR RIGHTS REGARDING PROTECTED HEALTH INFORMATION**

You have the right to:

- Receive private communications of protected health information.
- View and copy your protected health information.
- Amend your protected health information.
- Receive a paper copy of this notice upon request.
- Ask that your protected health information not be shared in certain circumstances.

We are required by law to maintain the privacy of, and provide individuals with this notice of our legal duties and privacy practices with respect to protect health information. If you have any objections to this form, please ask to speak with our HIPAA Compliance Officer in person or by phone at our main number.

Signature below is only acknowledgment that you have received this notice of our privacy practices.

**Print Name:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_