

# NOTICE OF PRIVACY PRACTICES

## Your Rights

### When it comes to your health information, you have certain rights.

This section explains your rights and some of our responsibilities to help you.

#### View or get a copy of your medical record

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

#### Ask us to correct or add to your medical record

- You can ask us to correct health information about you that you think is incorrect or incomplete. Ask us how to do this.
- We may deny your request, but we'll tell you why in writing within 60 days.

#### Request confidential communications

- You can ask us to contact you in a specific way (for example, home or office phone) or to send mail to a different address.
- We will accommodate all reasonable requests.

#### Ask us to limit what we use or share

- You can ask us not to use or share certain health information for treatment (such as substance abuse programs), payment, or our operations.
- We are not required to agree to your request, especially if it would affect your care or is required by law.

#### Work with a medical examiner or funeral director

- We can share health information with a coroner, medical examiner, or funeral director in the event of a client's death.

#### 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 follow the most stringent Privacy Laws & Policies dictated by federal, state, and regulatory agencies.

## 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. Tell us what you want us to do, and we will follow your instructions.

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

- Share information with your family, close friends, or other involved in your care.
- Share information in a disaster relief situation.

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

- Marketing purposes
- Sale of your information

## 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:

#### Treat You

- We can use your health information and share it with other professionals who are treating you.

#### Example:

Services related to your treatment such as lab work, medical care, central pharmacy staff, emergency personnel, etc.

#### Run Our Organization

- We can use and share your health information to run our practice, improve your care, and contact you when necessary.

#### Example:

We use health information about you to manage your treatment and services.

#### Bill for Your Services

- We can use and share your health information so that treatment and services you received are billed to, and collected from, your health plan or other third party payer.

#### Example:

We give information about you to your health insurance plan so they can 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 conditions in the law before we can share your information for these purposes.

#### For more information see:

[www.hhs.gov/ocr/privacy/hipaa/understanding/consumers/index.html](http://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 recalls
  - Reporting adverse reactions to medications
  - Reporting suspected abuse, neglect, or domestic violence
  - Preventing or reducing serious threat to 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.

#### Get a list of those with whom we've shared information

- You can ask for a list (accounting) of the times we've shared your health information for six years prior to the date you ask, who we shared it with, and why. Ask us how to do this.
- We will accommodate all reasonable requests and respond within 60 days of the request.

#### Get a copy of this privacy notice

- You can ask for a paper copy of this notice at any time and we will provide you one promptly. This notice can also be accessed at [www.yasohio.org](http://www.yasohio.org).

#### File a complaint if you feel your rights are violated

- You can contact **YAS' Client Rights Officer** at **614.258.9927**.
- You can file a complaint with the U.S. **Department of Health and Human Services Ohio Regional Office for Civil Rights** by calling **1-800-368-1019**.
- We will not retaliate against you for filing a complaint.