

**RECOVERY & PREVENTION RESOURCES OF DELAWARE AND MORROW COUNTIES, INC.
NOTICE OF PRIVACY PRACTICES**

Effective MARCH 18, 2014

**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.**

If you have any questions about this notice, please contact one of our Client Rights Representatives at the telephone numbers and addresses listed on the second page of the notice.

Information regarding your health care, including payment for health care, is protected by two federal laws: the Health Insurance Portability and Accountability Act of 1996 (HIPAA), 42 U.S.C. § 1320d *et seq.*, 45 C.F.R. Parts 160 & 164, and the Confidentiality Law, 42 U.S.C. § 290dd-2, 42 C.F.R. Part 2.

Under these laws, Recovery & Prevention Resources of Delaware and Morrow Counties, Inc. (RPR) may not say to a person outside RPR that you attend the program, nor may RPR disclose any information identifying you as an alcohol or drug treatment patient, or disclose any other protected information except as permitted by federal law.

RPR must obtain your written consent before it can disclose information about you for payment purposes. For example, RPR must obtain your written consent before it can disclose information to your health insurer in order to be paid for services. RPR is also required to obtain your written consent before it can sell information about you or disclose information about you for marketing purposes, and RPR must obtain your written consent before disclosing any of your treatment records. Generally, you must also sign a written consent before RPR can share information for treatment purposes or for health care operations.

However, federal law permits RPR to disclose information *without* your written permission:

1. Pursuant to an agreement with a qualified service organization/business associate;
2. For research, audit or evaluations;
3. To report a crime committed on RPR's premises or against RPR personnel;
4. To medical personnel in a medical emergency;
5. To appropriate authorities to report suspected child abuse or neglect;
6. As allowed by a court order.

For example, RPR can disclose information without your consent to obtain legal or financial services, or to another medical facility to provide health care to you, as long as there is a qualified service organization/business associate agreement in place.

Before RPR can use or disclose any information about your health in a manner which is not described above, we must first obtain your specific written consent allowing us to make the disclosure. Any such written consent may be revoked by you orally or in writing.

Your Rights

Under HIPAA, you have the right to request restrictions on certain uses and disclosures of your health information. If you request a restriction on disclosures to your health plan for payment or health care operations purposes and unless the disclosure is otherwise required by law, RPR is only required to agree to your request if you pay for the services you receive from RPR yourself (out of pocket). In any other situation, RPR is not required to agree to any restrictions you request, but if we do agree then we are bound by that agreement and may not use or disclose any information which you have restricted except as necessary in a medical emergency.

You have the right to request that we communicate with you by alternative means or at an alternative location. RPR will accommodate such requests that are reasonable and will not request an explanation from you.

Under HIPAA you also have the right to inspect and copy your own health information maintained by RPR. Since RPR uses electronic health records, you have the right to an electronic copy of your records. Exempted from these rights are therapy notes and information compiled for use in civil, criminal or administrative proceedings, or in other limited circumstances. If you request a copy of the information, we may charge a reasonable fee for the costs of copying, mailing or other supplies associated with your request.

Under HIPAA you also have the right, with some exceptions, to amend health care information maintained in RPR's records, and to request and receive an accounting of disclosures of your health related information made by RPR during the six years prior to your request.

You also have the right to a paper or electronic copy of this notice.

RPR's Duties

RPR is required by law to maintain the privacy of your health information, provide you with notice of its legal duties and privacy practices with respect to your health information, and to notify you if you are affected by any breach of your unsecured health information. RPR is required by law to abide by the terms of this notice. RPR reserves the right to change the terms of this notice and to make new notice provisions effective for all protected health information it maintains. In such event, we will notify you that we have changed the Privacy Notice by posting it at our offices and by providing a copy to you at your request. The effective date of the Privacy Notice is listed at the top of the front page of the notice.

Complaints and Reporting Violations

You may complain to RPR and the Secretary of the United States Department of Health and Human Services if you believe that your HIPAA privacy rights have been violated.

All questions or complaints concerning our privacy policies may be sent to our Client Rights Representatives or to the U.S. Department of Health and Human Services at the following addresses:

Carol Kasha-Ciallella, M.S. Ed., PCC, LICDC-CS
Clinical Director
Recovery & Prevention Resources
118 Stover Drive
Delaware, Ohio 43015-8601
(740) 369-6811 (Voice and TDD)

Kenton Beachy, M.A.
Chief Operating Officer
Recovery & Prevention Resources
118 Stover Drive
Delaware, Ohio 43015-8601
(740) 369-6811 (Voice and TDD)

Either of these Client Rights Representatives may also be contacted at:

Recovery & Prevention Resources
950 Meadow Drive Suite C
Mt. Gilead, Ohio 43338
(419) 947-4055

Secretary of U.S. Department of Health and Human Services
200 Independence Avenue, S.W.
Washington, D.C. 20201
(202) 619-0257
Toll Free: 1-877-696-6775

You will not be retaliated against for filing such a complaint.

Violation of the Confidentiality Law by a program is a crime. Suspected violations of the Confidentiality Law may be reported to the United States Attorney in the district where the violation occurs.

Recovery & Prevention Resources of Delaware and Morrow Counties is not responsible for the misuse or re-release of your Protected Health Information by another individual, agency or entity.

Acknowledgement

I hereby acknowledge that I have been offered a copy of this notice.

Client Signature _____ **Date** _____

Witness _____ **Date** _____