



Center for Addiction Treatment Notice of Privacy Practices Effective July 31st, 2015

THIS NOTICE DESCRIBES HOW MEDICAL AND DRUG AND ALCOHOL RELATED INFORMATION ABOUT YOU MAY BE USED AND DISCLOSED AND HOW YOU CAN GET ACCESS TO THIS INFORMATION. PLEASE REVIEW IT CAREFULLY.

Our Pledge Regarding Medical Information

The privacy of your medical information is important to us. We understand that your medical information is personal and we are committed to protecting it and safeguarding it against unauthorized use and disclosure. We create a record of the care and services you receive at our organization. We need this record to provide you with quality care and to comply with certain legal requirements. This notice will tell you about the ways we may use and share medical information about you. We also describe your rights and certain duties we have regarding the use and disclosure of medical information. This notice applies to all of the health and billing records related to your care.

General Information

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. § 1230d *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, the Center for Addiction Treatment ("CAT") may not say to a person outside CAT that you attend the program, nor may CAT disclose any information identifying you as an alcohol or drug treatment patient, or disclose any other protected information except as permitted by federal law.

CAT must obtain your written consent before it can disclose information about you for payment purposes. For example, CAT must obtain your written consent before it can disclose information to your health insurer in order to be paid for services. CAT is also required to obtain your written consent before it can sell information about you or disclose information about you for marketing purposes, and CAT must obtain your written consent before disclosing any of your psychotherapy records. Generally, you must also sign a written consent before CAT can share information for treatment purposes or for health care operations. However, federal law permits CAT 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 CAT's premises or against CAT 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;
7. To appropriate authorities to report suspected elder abuse/neglect;
8. To legal and/or mental health agencies to report suicidal ideation/self-harm.

For example, CAT 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 CAT can use or disclose any information about your health in a manner that is not described above, it must first obtain your specific written consent allowing it to make the disclosure. Any such written consent may be revoked by you orally or in writing.



Your Individual Rights

Under HIPAA, You Have a Right to:

Request Restrictions – You have the right to request restrictions on certain uses and disclosures of your health information. CAT is only required to agree to your request if you request a restriction on disclosures to your health plan for payment or health care operations purposes, and you pay for the services you receive from CAT yourself (out-of-pocket), unless the disclosure is otherwise required by law. In any other situation, CAT is not required to agree to any restrictions your request, but if it does agree then it is bound by that agreement and may not sue or disclose any information which you have restricted except as necessary in a medical emergency.

Request Confidential Communications – You have the right to request that we communicate with you about health matters in an alternative way or at an alternative location. CAT will accommodate such requests that are reasonable and will not request an explanation from you.

Inspect and Copy Your Health Information – You have a right to inspect and copy your own health information maintained by CAT, including obtaining an electronic copy of your record, except to the extent that the information contains psychotherapy notes or information compiled for use in a civil, criminal or administrative proceeding or in other limited circumstances. Requested copies of information are subject to reasonable cost-based fees for retrieval and copying. Postage charges may also apply if a mailing has been requested. You can request a copy of your medical records by calling 513-381-6672 and asking for Medical Records.

Amend – You have a right, with some exceptions, to request an amendment of health information maintained in CAT's records. This request must include a detailed reason why we should make such an amendment. We do have the right to deny your request to amend for certain reasons. If we deny your request, we will provide you with a written explanation. You may respond with a written statement of disagreement that will be added to the information you wanted changed, along with any rebuttal we make to such statement of disagreement.

Request an Accounting of Disclosures – You have a right to request an accounting of disclosures of your health-related information made by CAT during the six years prior to your request.

Be Notified of any Breach of Your Confidentiality – You have a right to be notified about any disclosure of your protected health information to persons not authorized to receive it if it was not encrypted or otherwise made unreadable to such unauthorized recipient(s).

To exercise any of the above rights please submit a written request to our Privacy Officer. (Please see contact information below.)

You Also Have a Right to:

Obtain a Paper Copy of this Notice Upon Request – You have a right to obtain a paper copy of this notice. This notice is also available at our web site <http://www.ccatsober.org>

Our Legal Duty

Law Requires Us to:

- Keep all identifiable health information about you private;
- Give you this notice describing our legal duties, privacy practices, and your rights, regarding your medical information;
- Notify you if you are affected by any breach of your unsecured health information;
- Abide by the terms of the notice.

CAT reserves the right to change the terms of this notice and to make new notice provisions effective for all protected health information it maintains. Any updated notices will be posted in the front lobby of our facility as well as on our web site. All notices will contain the effective date on the first page, top center.



Questions, Complaints, and Reporting Violations

If you have any questions about this notice please ask to speak to our Privacy Officer. (Please see contact information below.) If you have a complaint about our privacy policies and procedures or feel your privacy rights have been violated, you may contact our Privacy Officer to file a complaint. We will investigate all complaints and not retaliate against you for filing such complaints. You also may file a complaint with the Department of Health and Human Services.

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.

Contact Information:

CAT PRIVACY OFFICER:

Patti L. Webb, RHIT
Center for Addiction Treatment
830 Ezzard Charles Drive
Cincinnati, Ohio 45214
Phone: (513) 381-6672
pwebb@ccatsober.org

DEPARTMENT OF HEALTH AND HUMAN SERVICES:

Region V, Office for Civil Rights,
U.S. Dept. of Health and Human Services
233 N. Michigan Avenue, Suite 240
Chicago, Illinois 60601
Phone: (312) 886-2359 Fax: (312) 886-1807
TDD (312) 353-5693