

ADAMH BOARD OF FRANKLIN COUNTY – 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.

This notice is effective as of September 23, 2013.

Protecting the privacy of information about your health is important to us, and a responsibility we take seriously. We, at ADAMH, understand that information about you and your health is personal, and it is important to you that we keep it confidential. We are committed to protecting the confidential nature of information about your past, present, or future health condition, treatment, or payment.

ADAMH'S DUTY TO SAFEGUARD YOUR HEALTH INFORMATION

We are required by law to:

- Protect the privacy of your health information.
- Provide you with this notice of our legal duty and our privacy practices.
- Follow the practices described in this notice.

This notice describes the ways we may use and disclose information about your health to carry out treatment, payment, and health plan operations and for other purposes as permitted or required by law. It also describes your rights and our duties regarding our records or information about your health.

HOW WE MAY USE & DISCLOSE INFORMATION ABOUT YOUR HEALTH & LIMITS ON USE WITHOUT YOUR AUTHORIZATION

Please note that if you have received treatment services for alcohol or other drug (AOD) or mental health (MH) issues, you were asked to sign an authorization when you were at your provider's office so that we can process payment for your services.

We use and disclose information about your health for several reasons. We have a limited right to use or disclose information about your health for treatment, payment, or our health plan operations. For uses beyond that, we must have your written authorization unless the law allows us to use or disclose it without authorization. Except for specified reasons, we must use or disclose only the minimum necessary health information to accomplish the intended purpose.

The following categories describe different ways we may use and disclose information about your health. For each category, we will explain what we mean and try to give some examples. Not every use or disclosure in a category will be listed; however, all of the ways we are permitted to use and disclose information fall within one of them.

Treatment: While ADAMH does not provide direct health treatment, we may use or disclose health information to service providers, with whom we have a current agreement for patient services, to coordinate your health care. If we disclose MH information, it contains no more than your medication and physical health status and history; summaries of your course of treatment and treatment needs; discharge summary; and financial status. We will only disclose AOD information to medical personnel in the case of an actual medical emergency.

Payment: ADAMH uses or discloses health information to state agencies and other ADAMH boards to determine your eligibility for publicly funded services and so we can administer eligibility, enrollment, billing, and payment for your health care services. However, prior to our use or disclosure of AOD information for payment purposes, your service

provider was required to obtain your permission to release your health information. Prior to our use or disclosure of MH information, your service provider attempted to obtain your consent for disclosure in order to obtain payment for goods and services. ADAMH is prohibited from using or disclosing genetic information for underwriting purposes.

Health Plan Operations: ADAMH uses or discloses your health information for our business operations. For example, we evaluate the quality of services provided to you by our service providers. We disclose information to our accountant or attorney for audit purposes. In our MH and AOD evaluation and audit reports, we do not include or retain the names of individual health care consumers, or disclose their identities in any way. We may share health information with our contract service providers to resolve your complaints, grievances, or customer service issues. If we disclose MH information, it contains no more than your medication, health status and history; a summary of your course of treatment and treatment needs; discharge summary; and financial status, and an attempt will be made to obtain your consent for disclosure. We conduct oversight activities as described below.

The law provides that we may use or disclose information about your health without your consent or authorization under the following circumstances:

Law Enforcement & Government: ADAMH may use or disclose AOD health information relating to suspected serious criminal activity in response to a court order. We may disclose MH information related to suspected criminal activity at the request of a law enforcement official. In order to avoid a serious threat to health or physical safety to you or others, we may disclose information about your health to law enforcement. We may disclose health information of military personnel or veterans in certain situations; to correctional facilities; to government benefit programs about eligibility and enrollment; or for national security reasons, such as protection of the President. We may disclose information to a state or federal regulatory agency.

Health Oversight Activities: ADAMH may use or disclose information about your health for audits, inspections, advocacy, or other monitoring activities related to our legal responsibility toward our contracted service providers. We may use or disclose information about MH care for reporting or investigating unusual incidents.

Public Health: ADAMH may disclose information about your health to public authorities in situations where abuse, neglect, or domestic violence has been substantiated.

Coroners: ADAMH may release information about your health to a coroner.

Research: ADAMH may use or disclose your AOD information for research purposes if we abide by established guidelines. However, your identity would NOT be revealed in any report. We must obtain your consent to release MH information for research purposes.

USES & DISCLOSURES REQUIRING YOUR AUTHORIZATION

ADAMH can use or disclose information about you only if you give an authorization for:

- Marketing
- Sales of your protected health information (PHI)
- Most uses and disclosures of psychotherapy notes
- Other uses and disclosures not described in this notice

ADAMH BOARD OF FRANKLIN COUNTY – NOTICE OF PRIVACY PRACTICES

You can revoke your authorization at any time by giving us a written notice.

USES & DISCLOSURES TO WHICH YOU MAY OBJECT

We may disclose a limited amount of your health information directly related to your care, if we inform you in advance and you do not object:

- To family, friends, or those involved with your care, about their direct involvement in your care or payment for your care;
- Following previously expressed wishes, or if it is an emergency and you cannot be given a chance to object to disclosure of information before treatment is given;
- To family, friends, or those involved with your care about your location, general condition, or death.

YOUR RIGHTS REGARDING INFORMATION ABOUT YOUR HEALTH

You have the following rights about the health information we maintain about you:

To Access and Copy: You have the right to see the health information we maintain about you. Usually this includes billing records. You must make your request in writing, and we will respond within 30 days. If we deny your access, we will give you the reasons in writing. Usually this would be because access to the information might reasonably endanger the life or physical safety of you or another person. You may ask that the denial be reviewed. If you want copies of your health information, you have a right to choose what parts of your information you want copied, and to have prior information on the cost of copying.

To Request Restrictions: You have the right to ask that we limit how we use or disclose information about your health. We cannot agree to limit uses or disclosures that are required by law. We are not required to agree to your request for restriction or limits. To the extent that we do agree, we will put it in writing and abide by it, except in emergencies.

To Choose How We Contact You: You have the right to ask that we send you information at an alternate address, or by an alternate means. We must agree to your request, as long as it is reasonably easy for us to do so, or if you demonstrate that the alternate address is needed for your safety.

To Find Out about Disclosures: You have the right to get a list of when, to whom, for what reason, and the content of information about your health that has been released to others. Exceptions include the information that is normally used for treatment, payment, and health plan operations; information released to you or those involved in your care; any information released according to your written authorization; or releases made for national security purposes or to law enforcement or corrections officials. We will respond to your written request for this list within 60 days. Your request can relate to disclosures going as far back as 6 years. There is no charge for the first list each year, but there may be a charge for more frequent requests.

To Revoke an Authorization: If you have signed an authorization for us to use or disclose information about your health, you may revoke it by notifying us.

To Be Notified in the Event of a Breach of Confidentiality: If your PHI has been used or released inappropriately or accidentally, you have a right to be notified of that release.

To Request Amendment of Your Information: If you believe that there is a mistake or missing information in our records, you may request, in writing, that we correct or add to the record. We will respond within 60

days of receiving your request. We may deny the request if we find that the information:

- Is correct and complete;
- Was not created by us;
- Is not part of the information about your health that we keep; or
- Is not part of your health information that you would be allowed to inspect and copy.

If we deny your request to amend the information we have about your health, we will tell you in writing what the reasons are. You have the right for your request, our denial, and any statement in response that you provide to be added to your records.

If we approve the request for amendment, we will change the information and inform you of the change. We will also tell others that need to know about the change in your information.

Please submit your request about your health information to:

Privacy Officer
ADAMH Board
447 E. Broad St.
Columbus, OH 43215
614-224-1075

To File a Complaint: We will take no retaliation against you if you make a complaint. If you believe your privacy rights have been violated by ADAMH, you may file a written complaint:

With ADAMH
Privacy Officer
ADAMH Board
447 E. Broad St.
Columbus, OH 43215
Phone: **614-224-1075**

With the Office for Civil Rights
Region V Office for Civil Rights
U.S. Dept. of Health and Human Services
223 N. Michigan Ave. Suite 240
Chicago, IL 60601
Phone: 312-866-2359
TDD: 312-353-5693
Email: OCRCComplaint@hhs.gov

RIGHT TO A COPY OF THIS NOTICE: You have a right to get a copy of this notice at any time. This notice is also available on our website [www.adamhfranklin.org].

CHANGES TO THIS NOTICE: We reserve the right to change our privacy practices described in this notice, and to make the changes apply to all health information we maintain. If we do, we will mail a copy of the new notice to all current clients and post the new privacy notice on our website [www.adamhfranklin.org]. You may request a copy of the new notice from the ADAMH Board.

FOR MORE INFORMATION: If you have questions about how we handle your health information or about our privacy notice, please contact our Privacy Officer at **614-224-1075**.

