



NOTICE OF HEALTH INFORMATION PRACTICES

This notice describes how information about you may be used and disclosed and how you can get access to this information. Please review it carefully.

This notice of Privacy Practices describes how we may use and disclose your protected health information to carry out treatment, payment or health care operations and for other purposes permitted or required by law. It also describes your rights to access and control your protected health information. "Protected health information" is information about you, including demographics that may identify you and that relates to your past, present or future physical or mental health and related health care services.

We are required to abide by the terms of this Notice of Privacy Practices. We may change our notice at any time. The new notice will be effective for all protected health information maintained at that time. Upon your request, we will provide you with any revised Notice of Privacy by contacting the Director of Quality Management at 330 Oakley, requesting that a revised copy be sent to you in the mail or asking for one at the time of your appointment.

Understanding Your Health Record/Information

Each time you visit a clinician, doctor or other healthcare/mental healthcare provider, a record of your visit is made. Typically, this record contains your evaluation, symptoms, diagnoses, treatment and treatment plan. This information, often referred to as your medical record or your electronic health record (EHR), serves as a:

- Basis for planning your care and treatment
- Means of communication among the many health professionals who contribute to your care
- Legal document describing the services you received
- Means by which you or a third-party payer can verify that services billed were actually provided
- A tool in educating health professionals
- A source of data for behavioral/medical research
- A source of information for public health officials charged with improving the health of the nation
- A source of data for facility planning and marketing
- A tool with which we can assess and continually work to improve the care we render and the outcomes we achieve

Understanding what is in your record and how your health information is used helps you to:

- Ensure its accuracy
- Better understand who, what, when, where, and why other may access your health information
- Make more informed decisions when authorizing disclosures to others

Your Health Information Rights

Although your medical record is the physical property of Valeo BHC/Valeo Recovery Center/Valeo CRP (Valeo), the information belongs to you. You have the right to:

- Request a restriction on certain uses and disclosures of your information as provided by 45 CFR 164.522
- Obtain a paper copy of the notice of information practices upon request
- Inspect and copy your record as provided for in 45 CFR 164.524. Effective February 17, 2010, fee for providing electronic copy of records maintained in electronic format is limited to labor costs.
- Amend your health record as provided in 45 CFR 164.528
- Obtain an accounting of disclosures of your health information as provided in 45 CFR 164.528
- Request communications of your health information by alternative means or at alternative locations
- Revoke your authorization in writing to use or disclose health information except to the extent that action has already been taken

Your Rights Regarding Electronic Health Information Technology

- Valeo BHC/Valeo Recovery Center/Valeo CRP (Valeo) participates in electronic health information technology or HIT. This technology allows a provider or a health plan to make a single request through a health information organization or HIO to obtain electronic records for a specific patient from other HIT participants for purposes of treatment, payment, or health care operations. HIOs are required to use appropriate safeguards to prevent unauthorized uses and disclosures.

You have two options with respect to HIT. First, you may permit authorized individuals to access your electronic health information through an HIO. If you choose this option, you do not have to do anything.

Second, you may restrict access to all of your information through an HIO (except as required by law). If you wish to restrict access, you must submit the required information either online at <http://www.KanHIT.org> or by completing and mailing a form. This form is available at <http://www.KanHIT.org>. You cannot restrict access to certain information only; your choice is to permit or restrict access to all of your information.

If you have questions regarding HIT or HIOs, please visit <http://www.KanHIT.org> for additional information.

If you receive health care services in a state other than Kansas, different rules may apply regarding restrictions on access to your electronic health information. Please communicate directly with your out-of-state health care provider regarding those rules.

Our Responsibilities

This organization is required to:

- Maintain the privacy of your health information to prevent inadvertent disclosures
- Train employees concerning HIPAA Privacy Rules
- Discipline employees and others who violate the HIPAA Privacy Rules
- Maintain a complaint/grievance process for complaints about HIPAA Privacy Rules violations
- Provide you with a notice as to our legal duties and privacy practices with respect to information we collect and maintain about you
- Abide by the terms of this notice
- Notify you if we are unable to agree to a requested restriction
- Accommodate reasonable requests you may have to communicate health information by alternative means or at alternative locations.
- Take action to mitigate any bad effect of inappropriate disclosure or use of PHI to the extent possible
- Effective 9/23/09: Provide written notification of any breach of unsecured PHI (UPHI)
- Effective 9/23/09: Provide annual report to HHS listing all breaches

We reserve the right to change our practices and to make the new provisions effective for all protected health information we maintain. Should our information practices change, we will mail a revised notice to the address you've supplied us.

We will not use or disclose your health information without your authorization, except as described in this notice.

We will have policies in place to promote an identity theft prevention program to identify, detect and respond to patterns, practices, or specific activities that could indicate identity theft.

For More Information or to Report a Problem

If you have questions and would like additional information, you may contact:

Director of Quality Management
330 Oakley
Topeka, KS 66606
Phone # 785-233-1730

If you believe your privacy rights have been violated, you can file a complaint/grievance with Valeo or with the secretary of Health and Human Services. All complaints/grievances regarding HIPAA Privacy Rule violations must be submitted in writing. There will be no retaliation for filing a complaint/grievance.

Examples of Disclosures for Treatment, Payment and Health Operations

We will use your health information for treatment.

For example: Information obtained by a nurse, physician, clinician or other member of your healthcare team will be recorded in your record and used to determine the course of treatment that should work best for you. Members of your healthcare team will then record the actions they took and their observations. We will also provide other treaters with copies of various reports that should assist him or her in treatment once you're discharged from this Agency.

We will use your health information for payment.

For example: A bill may be sent to you or a third-party payer. The information on or accompanying the bill may include information that identifies you, as well as your diagnosis and services provided.

We will use your health information for regular health operations.

For example: Members of the medical staff, the Risk Manager or Director of Quality Management, or members of the Continuous Quality Enhancement (CQE) team may use information in your health record to assess the care and outcomes in your case and others like it. This information will then be used in an effort to continually improve the quality and effectiveness of the care and service we provide.

Business Associates: There are some services provided in our organization through contacts with business associates. When these services are contracted, we may disclose your health information to our business associate so that they can perform the job we've asked them to do and bill you or your third-party payer for services rendered. Business Associates are subject to requirements for administrative, physical & technical safeguards and the civil and criminal penalties for violating those standards. Business Associates must comply with use and disclosure rules with respect to PHI it obtains from or creates on behalf of our organization.

Appointment Reminders: We may use and disclose health information to contact you as a reminder that you have an appointment for treatment at Valeo. Unless you direct us to do otherwise, we may leave messages on your telephone answering machine identifying "Dr's Office" and asking for you to return our call. Unless we are specifically instructed by you otherwise in a particular circumstance, we will not disclose any health information to any person other than you who answers your phone except to leave a message for you to return the call.

Surveys: We may use and disclose health information to contact you to assess your satisfaction with our services.

Treatment Alternatives: We may use and disclose health information to tell you about or recommend possible treatment options or alternatives that may be of interest to you.

Notification: We may use or disclose information to notify or assist in notifying a family member, personal representative or another person responsible for your care, your location and general condition.

Research: We may disclose information to researchers when their research has been approved by an institutional review board that has reviewed the research proposal and established protocols to ensure the privacy of your health information.

Fundraising Activities: we may use health information about you to contact you in an effort to raise money for Valeo and its operations. We may disclose health information to a foundation related to Valeo so that the foundation may contact you in raising money for Valeo. We only would release contact information, such as your name, address and phone number and the dates you received treatment or services at Valeo. Effective February 17, 2010, all our fund raising communication will provide a clear opportunity for you to elect not to receive any further fundraising communications. Such election constitutes a revocation of authorization.

As Required By Law: We will disclose health information about you when required to do so by federal, state, or local law.

Food and Drug Administration (FDA): We may disclose to the FDA, health information relative to adverse events with respect to food, supplements, product and product defects or post marketing surveillance information to enable product recall, repairs, or replacement.

Workers compensation: We may disclose health information to the extent authorized by and to the extent necessary to comply with laws relating to workers compensation or other similar programs established by law.

Public Health: As required by law, we may disclose your health information to public health or legal authorities charged with preventing or controlling disease, injury or disability.

Correctional Institution: Should you be an inmate of a correctional institution, we may disclose to the institution or agent's thereof health information necessary for you health and the health and safety of other individuals.

To Avert a Serious Threat to Health or Safety: We may use and disclose health information about you when necessary to prevent a serious threat to your health and safety or the health and safety of the public or another person. Any disclosure, however, would only be to someone able to help prevent the threat.

Military and Veterans: If you are a member of the armed forces, we may release health information about you as required by military command authorities. We may also release health information about foreign military personnel to the appropriate foreign military authority.

Employers: We may release health information about you to your employer if we provide treatment to you at the request of your employer and the services are provided to conduct an evaluation relating to surveillance of the workplace. Any disclosures to your employer will be made only if you execute a specific authorization for the release of that information to your employer.

Law enforcement: We may release health information if asked to do so by a law enforcement official:

- In response to a court order, search warrant
- About criminal conduct at Valeo
- In emergency circumstances to report a crime.

Lawsuits and Disputes: If you are involved in a lawsuit or a dispute, we may disclose health information about you in response to a court order. We may also disclose health information about you in response to a discovery request or other lawful process by someone involved in the dispute, but only if efforts have been made to tell you about the request or to obtain an order protecting the information requested.

Coroners/ Medical Examiners: We may release health information to a coroner or medical examiner. This may be necessary, for example, to identify a deceased person or determine cause of death. An appropriate request will be received from the Coroner/Medical Examiner.

National Security and Intelligence Activities: We may release health information about you to authorized federal officials for intelligence, counterintelligence and other national security activities authorized by law.

Protective Services for the President and Others: We may disclose health information about you to authorized federal officials so they may provide protection to the President, other authorized persons, or foreign heads of state, or to conduct special investigations.

Inmates/Persons in Custody: If you are an inmate of a correctional institution or under the custody of a law enforcement official, we may release health information about you to the correctional institution or law enforcement official.

Interpreters: We may disclose health information when language barriers require obtaining an interpreter.

Medication Program: We may disclose health information in an effort to obtain assistance in the medication program.

Prohibition on Sale of PHI: We cannot directly or indirectly receive any remuneration in exchange for you PHI unless specifically authorized by you.

Other Uses of Health Information: Other uses and disclosures of health information not covered by this notice or the laws that apply to us will be made only with your written authorization. If you provide us authorization to use or disclose health information about you, you may revoke that authorization, in writing, at any time. If you revoke your authorization, we will no longer use or disclose health information about you for the reasons covered by your written authorization. Of course, we are unable to take back any disclosures we have already made with your permission, and that we are required to retain our records of the care that we provided to you.

Changes to This Notice

We reserve the right to change this notice. We reserve the right to make the revised or changed notice effective for health information we already have about you as well as any information we receive in the future. We will post a copy of the current notice at our facility and on our website.

Confidentiality of Alcohol and Drug Abuse Records

The confidentiality of alcohol and drug abuse client records maintained by Valeo are protected by Federal law and regulations. Generally, the program may not say to a person outside the program that a client attends the program, or disclose any information identifying a client as an alcohol or drug abuser unless one of the following conditions is met:

- The client authorizes in writing
- The disclosure is allowed by a court order
- The disclosure is made to medical personnel in a medical emergency or to qualified personnel for research, audit or program evaluation

Violation of the federal law and regulations by a program is a crime. Suspected violations may be reported to appropriate authorities in accordance with federal regulations.

Federal law and regulations do not protect any information about a crime committed by a client either at Valeo or against any person who works for Valeo or about any threat to commit such a crime.

Federal laws and regulations do not protect any information about suspected child abuse or neglect from being reported under state law to appropriate state or local authorities.

Federal law makes provision for your health information to be released to an appropriate health oversight agency provided that a work force member 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 endangering one or more clients, workers or the public.

This notice was originally published and became effective on April 14, 2003

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