



## **Notice of Privacy Practices**

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

Federal Regulations implemented by the government under the Health Insurance Portability and Accountability Act of 1996 (HIPAA) are in effect as of April 14, 2003. These regulations require Jacob's Ladder to provide you with a privacy notice. This notice describes how your personal treatment information may be used and/or disclosed by Jacob's Ladder to carry out treatment, payment, or health care operations and for other purposes that are permitted or required by law. It also describes how you can obtain access and control of this information. These regulations also require Jacob's Ladder to obtain your acknowledgement of receipt of this notice. Please take this privacy notice home with you for your records. If you have any questions, please feel free to ask our staff.

**PROTECTED HEALTH INFORMATION (PHI)** means any patient information relating to treatment, diagnosis, or payment that identifies a person.

**USES & DISCLOSURES OF PHI** We use PHI when we, within our organization, share, examine, or analyze a resident's information. We disclose PHI when we release, transfer, or give access to PHI to other external persons or facilities. Except for the following circumstances we will not release your PHI without your written authorization.

Treatment: We will use and/or disclose your PHI to provide treatment services, coordinate care, and/or help manage your health care and other treatment services. We may also disclose PHI to external persons or facilities that will be involved in your treatment.

Payment: Your PHI will be used and/or disclosed, as needed, to help obtain payment for your services. These uses are often required to obtain payment from third parties. Many services require prior authorization and your PHI may be disclosed to obtain insurance authorization for such services before they are rendered.

Health Care Operations: Your PHI may be used and/or disclosed, as needed, to aid us in the everyday administration of Jacob's Ladder. We want to provide you with a high quality program. In order to help us do so, we may use your PHI for quality control reviews, internal investigations, performance reviews, training of new employees, and for other related activities. We may also use and/or disclose your PHI to provide information to you.

Continuation of Treatment: We may use and/or disclose your PHI to ensure continuation of care by checking on your progress or notifying you of received test results or follow up recommendations.

Treatment Options: We may use and/or disclose your PHI to inform you of various treatment options or programs that may be of benefit to you.

Medical Benefit Services: We may use and/or disclose your PHI to inform you of various medical benefit services in the community that may be of use to you.



**OTHER PERMITTED/REQUIRED USES & DISCLOSURES** We may use and/or disclose your PHI to the appropriate authorities in the following situations without your authorization:

Requirements of federal, state or local law

- Public safety issues that require notification to the proper public health authorities
- Issues of National Security or Military Activity
- Health Oversight Agencies
- Court Ordered Legal Proceedings
- Law Enforcement
- Correctional Institutions at which a resident may be an inmate
- Approved research projects
- Coroners, organs donations services and funeral directors
- Workers' Compensation
- Change in ownership of Jacob's Ladder
- The Food & Drug Administration

**PERMITTED USES & DISCLOSURES THAT MAY BE USED WITH YOUR AUTHORIZATION & OPPORTUNITY TO OBJECT** We may use and/or disclose your PHI to the appropriate authorities in certain situations. You have the opportunity to consent or object to the use and/or disclosure of all or part of your PHI in the following situations:

Emergencies: If an emergent situation exists where it is impossible to obtain your consent for PHI uses and/or disclosures, we will make every effort to obtain consent once the emergent situation is resolved.

Marketing: We will not use and/or disclose your PHI for any marketing purposes without your written consent.

Other Persons Involved in Your Care: We may disclose your PHI to notify a family member or another responsible person of your care or condition. You will be given the opportunity to agree or object to the disclosure of this PHI before we will communicate with other persons involved in your care.

### **Your Rights Regarding Your PHI**

You have the right to inspect and obtain a copy of your PHI in your designated record set. This designated record set is any records that Jacob's Ladder may have about you used for making treatment decisions. Under federal law, you may not inspect a copy of psychotherapy notes, information being used in anticipation of legal proceedings, or PHI that is otherwise prohibited.

You have the right to request restrictions be placed on certain uses and/or disclosures of your PHI. You may ask us not to use and/or disclose part of your PHI for treatment, payment, or health care operations.



You may also request that any part of your PHI not be disclosed to any of your family members. You must state the specific restriction request and to whom it applies. Please submit these requests in writing to The Director of Operations. Jacob's Ladder has the right not to agree with your request, if the program determines it is in your best interest to allow use and/or disclosure of your PHI.

You have the right to receive confidential communications from us by alternative means or at an alternative location. Please notify our staff in writing of this request.

You have the right to request a listing of certain disclosures Jacob's Ladder has made of your PHI. Please request an accounting list from the Director of Operations.

You have a right to receive a copy of this Privacy Notice.

Jacob's Ladder has the right to change the terms of this notice. We will inform current residents of any changes made to this Privacy Notice.

Please contact the Director of Operations if you have questions or need assistance regarding your records or our privacy policy.

If you feel your privacy rights have been violated you have the option to file a formal complaint. Please contact the Director of Operations or your local Department of Health & Human Resources to do so.