



## Health Insurance Portability and Accountability Act (HIPAA)

### Notice of Privacy Practices

Effective 3/18/2015

**I. COMMITMENT TO YOUR PRIVACY:** Positive Impact Health Centers (PIHC) is dedicated to maintaining your privacy. Your health record contains personal information about you and your health. This information that may identify you and that relates to your past, present or future physical or mental health condition and related health care services is referred to as Protected Health Information ("PHI"). This Notice of Privacy Practices ("Notice") describes how we may use and disclose your PHI in accordance with applicable law, including the Health Insurance Portability and Accountability Act ("HIPAA") and regulations promulgated under HIPAA including the HIPAA Privacy and Security Rules. It also describes your rights regarding how you may gain access to and control your PHI.

PIHC is required by law to maintain the privacy of PHI and to provide you with notices of our legal duties and privacy practices with respect to PHI. We are required to abide by the terms of this Notice. We reserve the right to change the terms of our Notice at any time. Any new Notices will be effective for all PHI that we maintain at that time. We will provide you with a copy of the revised Notice by posting a copy on our website, sending a copy to you in the mail upon request or providing you one at your next appointment.

### **II. HOW POSITIVE IMPACT HEALTH CENTERS MAY USE AND DISCLOSE YOUR PHI:**

**1. For Treatment:** Your PHI may be used and disclosed by those who are involved in your care for the purpose of providing, coordinating, or managing your health care treatment or related services. This includes consultation with clinical supervisors or other treatment team members. We may disclose PHI to any other consultant only with your authorization.

**2. For Health Care Operations:** We may use or disclose, as needed, your PHI in order to support our business activities including but not limited to, quality assessment activities, employee review activities, licensing, and conducting or arranging for other business activities. For example, we may share your PHI with third parties that perform various business activities (e.g., billing or typing services) provided we have a written contract with

the business that requires it to safeguard the privacy of your PHI. For training or teaching purposes PHI will be disclosed only with your authorization.

**3. For Payment:** We may use and disclose PHI so that we can receive payment for treatment services provided to you. This will only be done with your authorization. Examples of payment related activities are: making a determination of eligibility or coverage for insurance benefits, processing claims with your insurance company, reviewing services provided to you to determine medical necessity, or undertaking utilization review activities. If it becomes necessary to use collection processes due to lack of payment for services, we will only disclose the minimum amount of PHI necessary for the purposes of collection.

**4. Required by Law:** Under the law, we must disclose your PHI to you upon your request. In addition, must make disclosures to the Secretary of the Department of Health and Human Services for the purpose of investigating or determining our compliance with the requirements of the Privacy Rule.

**Note:** Georgia and Federal law provides additional protection for certain types of health information, including **alcohol or drug abuse, mental health and AIDS/HIV**, and may limit whether and how PIHC may disclose information about you to others.

### **III. USE AND DISCLOSURE OF YOUR PHI WITHOUT AUTHORIZATION:**

Following is a list of the categories of uses and disclosures permitted by HIPAA without authorization. Applicable law and ethical standards permit us to disclose information without your authorization only in a limited number of situations.

**1. Public Health Risk:** If required, we may use or disclose your PHI for mandatory public health activities to a public health authority authorized by law to collect or receive such information for the purpose of preventing or controlling disease, injury, or disability, or if directed by a public health authority, to a government agency that is collaborating with that public health authority.

**2. Judicial and Administrative Proceedings:** We may disclose your PHI pursuant to a subpoena (with your written consent), court order, administrative order or similar process.

**3. Deceased Patients:** We may disclose PHI regarding deceased patients as mandated by state law or to a family member or friend that was involved in your care or payment for care prior to death, based on your prior consent. A release of information regarding deceased patients may be limited to an executor or administrator of a deceased person's estate or the person identified as next of kin. PHI of persons that have been deceased for more than fifty (50) years is not protected under HIPAA.

**4. Abuse and Neglect:** We may disclose your PHI as mandated by Georgia child, elder, or dependent adult abuse and neglect reporting laws to the Georgia Department of Child and Family Services or the Division of Aging Services.

**5. Medical Emergencies:** We may use or disclose your PHI in a medical emergency situation to medical personnel only in order to prevent serious harm. We will try to provide you with a copy of this notice as soon as reasonably possible after the resolution of the emergency.

**6. Communications with Family, Friends, or Others:** We may disclose information to family, friends or others directly involved in your treatment based on consent or as necessary to prevent serious harm.

**7. Health Oversight:** If required, we may disclose PHI to a health oversight agency for activities authorized by law, such as audits, investigations, and inspections. Oversight agencies seeking this information include government agencies and organizations that provide financial assistance to the programs (such as third party payors based on your prior consent) and peer review organizations performing utilization and quality control.

**8. Law Enforcement:** We may disclose to a law enforcement official as required by law, in compliance with a subpoena (with your written consent), court order, administrative order or similar document, for the purpose of identifying a suspect, material witness, or missing person, in connection with the victim of a crime, in connection with a deceased person, in connection with the reporting of a crime in an emergency, or in connection with a crime on the premises.

**9. Specialized Government Functions:** We may review requests from U. S. military command authorities if you have served as a member of the armed forces, authorized officials for national security and intelligence reasons and to the Department of State for medical suitability determinations, and disclose your PHI based on your written consent, mandatory disclosure laws and the need to prevent serious harm.

**10. Public Safety:** We may disclose your PHI if necessary to prevent or lessen a serious or imminent threat to the health or safety of a person or the public. If information is disclosed to prevent or lessen a serious threat it will be disclosed to a person or persons reasonably able to prevent or lessen the threat, including the target of the threat.

**11. Research:** PHI may only be disclosed after a special approval process or with your authorization.

**12. Fundraising:** We may send you fundraising communications at one time or another. You have the right to opt out of such fundraising communications with each solicitation you receive.

**13. Verbal Permission:** We may also use or disclose your information to family members that are directly involved in your treatment with your verbal permission.

**14. With Authorization:** Uses and disclosures not specifically permitted by applicable law will be made only with your written authorization, which may be revoked at any time, except to the extent that we have already made a use or disclosure based upon your authorization. The following uses and disclosures will be made only with your written authorization: (i) most uses and disclosures of psychotherapy notes which are separated from the rest of your medical record; (ii) most uses and disclosures of PHI for marketing purposes, including subsidized treatment communications; (iii) disclosures that constitute a sale of PHI; and (iv) other uses and disclosures not described in this Notice.

**IV. YOUR RIGHTS REGARDING YOUR PHI:** You have the following rights regarding PHI we maintain about you. To exercise any of these rights please submit your request in writing to our **Privacy Officer, Heather Wademan at Positive Impact Health Centers, 2800 Century Parkway, Suite 550, Atlanta, GA 30345.**

**1. The Right of Access to Inspect and Copy:** You have the right, which may be restricted only in exceptional circumstances, to inspect and copy PHI that is maintained in a "designated record set". A designated record set contains mental health/medical and billing records and any other records that are used to make decisions about your care. Your right to inspect and copy PHI will be restricted only in those situations where there is compelling evidence that access would cause serious harm to you or if the information is contained in separately maintained psychotherapy notes. We may charge a reasonable, cost-based fee for copies. If your records are maintained electronically, you may also request an electronic copy of your PHI. You may also request that a copy of your PHI be provided to another person.

**2. The Right to Amend:** If you feel that the PHI we have about you is incorrect or incomplete, you may ask us to amend the information although we are not required to agree to the amendment. If we deny your request for amendment, you have the right to file a statement of disagreement with us. We may prepare a rebuttal to your statement and will provide you with a copy. Please contact our Privacy Officer if you have any questions.

**3. The Right to an Accounting of Disclosures:** You have the right to request an accounting of certain of the disclosures that we make of your PHI. We may charge you a reasonable fee if you request more than one accounting in any 12 month period.

**4. The Right to Request Restrictions:** You have the right to request a restriction or limitation on the use or disclosure of your PHI for treatment, payment, or health care operations. We are not required to agree to your request unless the request is to restrict disclosure of PHI to a health plan for purposes of carrying out payment or health care operations, and the PHI pertains to a health care item or service that you paid for out of pocket. In that case, we are required to honor your request for a restriction.

**5. The Right to Request Confidential Communication:** You have the right to request that we communicate with you about health matters in a certain way or at a certain location. We will accommodate reasonable requests. We may require information regarding how payment will be handled or specification of an alternative address or other method of contact as a condition for accommodating your request. We will not ask you for an explanation of why you are making the request.

**6. The Right to Be Notified of a Breach:** If there is a breach of unsecured PHI concerning you, we may be required to notify you of this breach, including what happened and what you can do to protect yourself.

**7. The Right to a Copy of this Notice:** You have the right to a copy of this notice.

**V. COMPLAINTS:** If you believe we have violated your privacy rights, you have the right to file a complaint in writing with our Privacy Officer at Positive Impact Health Centers, 2800 Century Parkway Suite 550, Atlanta GA 30345 Heather Wademan or with the Secretary of Health and Human Services at 200 Independence Avenue, S.W. Washington, D. C. 20201 or by calling (202) 619-0257. We will not retaliate against you for filing a complaint.