

## Your Choices

**For certain health information, you can tell us your choices about what we share.** If you have a clear preference for how we share your information in the situations described below, talk to us. Tell us what you want us to do, and we will follow your instructions.

**In these cases, you have both the right and choice to tell us to:**

- Share information with your family or close friends.
- Share information in a disaster relief situation.

**Example:** *If you are not able to tell us your preference, for example if you are unconscious, we may go ahead and share your information if we believe it is in your best interest. We may also share your information when needed to lessen a serious and imminent threat to health or safety.*

**In these cases we never share your information unless you give us written permission:**

- Marketing purposes
- Most sharing of psychotherapy notes
- Fund raising efforts
- Health research
- Share information with other professionals who are treating you

*We will never share any information about substance abuse or communicable disease without your written permission.*

## Other Uses and Disclosures

**How do we typically use or share your health information?** We typically use or share your health information in the following ways.

**Run our organization**

- We can use and share your health information to run our practice, improve your care, and contact you when necessary. **Example:** *We use health information about you to manage your treatment and services.*

**Bill for your services**

- We can use and share your health information to bill and get payment from health plans or other entities. **Example:** *We give information about you to your health insurance plan so it will pay for your services.*

**How else can we use or share your health information?** We are allowed or required to share your information in other ways - usually in ways that contribute to the public good, such as public health. We have to meet many conditions in the law before we can share your information for these purposes. For more information see: [www.hhs.gov/ocr/privacy/hipaa/understanding/consumers/index.html](http://www.hhs.gov/ocr/privacy/hipaa/understanding/consumers/index.html).

**Help with public health and safety issues**

- We can share health information about you for certain situations such as:
  - Preventing disease
  - Reporting suspected abuse, neglect, or domestic violence
  - Preventing or reducing a serious threat to you, someone else or the public as a whole

**Comply with the law**

- We will share information about you if state or federal laws require it, including with the Department of Health and Human Services if it wants to see that we're complying with federal privacy law.

**Address workers' compensation, law enforcement, and other government requests**

- We can use or share health information about you:
  - For workers' compensation claims
  - For law enforcement purposes or with a law enforcement official
  - With health oversight agencies for activities authorized by law
  - For special government functions such as military, national security, and presidential protective services

**Respond to lawsuits and legal actions**

- We can share health information about you in response to a court or administrative order, or in response to a subpoena signed by a judge.

## Our Responsibilities

- We are required by law to maintain the privacy and security of your protected health information.
- We will let you know within 60 days if a breach occurs that may have compromised the privacy or security of your information.
- We must follow the duties and privacy practices described in this notice and give you a copy of it.
- We will not use or share your information other than as described here unless you tell us we can in writing. If you tell us we can, you may change your mind at any time. Let us know in writing if you change your mind.

For more information see:

[www.hhs.gov/ocr/privacy/hipaa/understanding/consumers/noticepp.html](http://www.hhs.gov/ocr/privacy/hipaa/understanding/consumers/noticepp.html).

## Your Rights

When it comes to your health information, you have certain rights. This section explains your rights and some of our responsibilities to help you.

<b>Get a copy of your record</b>	<ul style="list-style-type: none"><li>You can ask to see or get a copy of your record and other health information we have about you. Ask us how to do this.</li><li>We will provide a copy or a summary of your health information, usually within 30 days of your request. We may charge a reasonable, cost-based fee.</li></ul>
<b>Ask us to correct your record</b>	<ul style="list-style-type: none"><li>You can ask us to correct health information about you that you think is incorrect or incomplete. Ask us how to do this.</li><li>We may say “no” to your request, but we’ll tell you why in writing within 60 days.</li></ul>
<b>Request confidential communications</b>	<ul style="list-style-type: none"><li>You can ask us to contact you in a specific way (for example, home or office phone) or to send mail to a different address.</li><li>We will say “yes” to all reasonable requests.</li></ul>
<b>Ask us to limit what we use or share</b>	<ul style="list-style-type: none"><li>You can ask us not to use or share certain health information for treatment, payment, or our operations.</li><li>We are not required to agree to your request, and may say “no” if it would affect your care.</li><li>If you pay for a service out-of-pocket in full, you can ask us not to share that information for the purpose of payment or our operations with your health insurer.</li><li>We will say “yes” unless a law requires us to share that information.</li></ul>
<b>Get a list of those with whom we’ve shared information</b>	<ul style="list-style-type: none"><li>You can ask for a list (accounting) of the times we’ve shared your health information for six years prior to the date you ask, who we shared it with, and why.</li><li>We will include all the disclosures except for those about treatment, payment, and health care operations, and certain other disclosures (such as any you asked us to make). We’ll provide one accounting a year for free but will charge a reasonable, cost-based fee if you ask for another one within 12 months.</li></ul>
<b>Get a copy of this privacy notice</b>	<ul style="list-style-type: none"><li>You can ask for a copy of this notice at any time. We will provide you with a paper copy promptly.</li></ul>
<b>Choose someone to act for you</b>	<ul style="list-style-type: none"><li>If you have given someone medical power of attorney or if someone is your legal guardian, that person can exercise your rights and make choices about your health information.</li><li>We will make sure the person has this authority and can act for you before we take any action.</li></ul>
<b>File a complaint if you feel your rights are violated</b>	<ul style="list-style-type: none"><li>You can complain if you feel we have violated your privacy rights by contacting us using the information on the back section of this brochure.</li><li>You can also file a complaint with the U.S. Department of Health and Human Services Office for Civil Rights by sending a letter to 200 Independence Avenue, S.W. Washington, D.C. 2021, calling 1-877-696-6775, or visiting <a href="http://www.hhs.gov/ocr/privacy/hipaa/complaints/">www.hhs.gov/ocr/privacy/hipaa/complaints/</a>.</li><li><b>We will not retaliate against you for filing a complaint.</b></li></ul>

### Changes to the Terms of This Notice

We can change the terms of this notice, and the changes will apply to all information we have about you. The new notice will be available upon request, in our office, and on our website.

Visit us at:

[www.fcsource.org](http://www.fcsource.org)

**Questions and Information:** If you have questions or want more information concerning our privacy practices, please contact:

**Privacy Officer  
Family & Children Services  
1608 Lake Street  
Kalamazoo, MI 49001  
269.344.0202**

**Effective date of this notice November 1, 2013**

## Notice of Privacy Practices



## Your Information. Your Rights. Our Responsibilities.

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