

Privacy Notice.
Effective April 14, 2003

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

General Information

Information regarding your health care, including payment for health care is protected by two federal laws: the Health Insurance Portability and Accountability Act of 1996 (HIPAA), and the Confidentiality of Alcohol & Drug Abuse Patient Records, 42 CFR Part 2.

Our Privacy Commitment to You

Under these laws, Macomb Family Services, Inc. (**MFS**) may not say to a person outside the agency that you attend our agency, nor may we disclose any information identifying you as an alcohol or drug abuser, or disclose any other protected information except as permitted by federal law.

MFS must obtain your written consent before it can disclose information about you for payment purposes, (to your insurance company in order for **MFS** to be paid for example). Generally, you must also sign a written consent before **MFS** can share information for treatment purposes or for health care operations. *However, federal law permits **MFS** to disclose information without your written permission if:*

- To medical personnel in a medical emergency.

- Business Operations. We may disclose information to a qualified service organization and/or business associate. For example, **MFS** can disclose information without your consent to obtain legal or financial services, or to another medical facility to provide health care to you, as long as we have obtained this agreement.
- For purposes of research, audit, or evaluations.
- To report a crime committed on the premises of or against **MFS** personnel.
- As allowed by a court order.
- To appropriate authorities to report suspected child abuse or neglect.
- With Your Permission. Before **MFS** can use or disclose any information about your health in a manner, which has not just been described, we must first obtain your specific written consent allowing us to make the disclosure. You may revoke any such written consent in writing.

Your Privacy Rights

Under HIPAA and the 42 C.F.R. Part 2 Confidentiality Laws, you have certain privacy rights regarding the

health information we have about you. Your requests must be made in writing to the **MFS** Privacy Officer listed below.

We will respond to most requests within 30 days.

- Right to Restrict Use. You have the right to request restrictions on certain disclosures and uses of your health information. **MFS** is not required to agree to any restrictions you request, but if we do agree then we are bound by that agreement and may not use or disclose any information which you have restricted *except as necessary in a medical emergency.*
- Right to Inspect & Copy. In most cases you have the right to look at or get copies of your records. You may be charged a fee for the cost of copying your records.
- Right to a List of Disclosures. You have the right to ask for a list of disclosures made after 4/14/03. This list will not include the times that information was disclosed for treatment, payment or health care operations. The list will not include information provided directly to you or your family, or

information that was sent with your authorization.

- Right to Amend. You may ask us to change your records if you feel that there is a mistake. We can deny your request for certain reasons, but we must give you a written reason for our denial.
- Right to Request Confidential Communications. You have the right to request that we communicate with you in a certain way or place. For example, you may ask us to send information to your work address instead of your home. You do not have to explain your request.

Changes to this Notice. **MFS** reserves the right to revise this notice. Material changes in this notice will be mailed to you. We are required by law to comply with whatever notice is currently in effect.

MFS Complaints & Communications

You may write to:
Diana Clark, LMSW
Privacy Officer **MFS**
36975 Utica Rd, Suite 104
Clinton Twp., MI 48036
Email: dclark@mfonline.org

Complaints to the Federal Government. If you believe your privacy rights have been violated, you have the right to file a complaint with the federal government. Office of Civil Rights
Dept. of Health & Human Services
200 Independence Avenue, S.W.
Washington, D.D. 20201
Phone: 866-627-7748
TTY: 866-788-4989
Email: ocrprivacy@hhs.gov
You will not be penalized for filing a complaint with **MFS** or the government.