

## Notice of Privacy Policies

We are committed to treating and using protected health information about you responsibly. This Notice of Privacy Policies describes the personal information we collect, and how and when we use or disclose that information. This Notice applies to protected health information as defined by federal regulations.

### Understanding Your Health Record/ Information

Each time you visit Conventions Psychiatry & Counseling, a record of your visit is made. Typically, this record contains your symptoms, examination, and test results, diagnoses, treatment, and a plan for future care or treatment. 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 others may access your health information and make more informed decisions when authorizing disclosure to others. This information often referred to as your health or medical record, serve 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 care you received
- Means by which you or a third-party payer can verify that services billed were provided
- A tool in educating health professionals
- A source of data for medical records
- A source of information for public health officials charged with improving the health of this state and nation
- A source of data for our planning & marketing
- A tool with which we can assess and continually work to improve the care we render and the outcomes we achieve

### Your Health Information

Although your health record is the physical property of Conventions Psychiatry & Counseling, the information belongs to you. You have the right to:

- Obtain a paper copy of this Notice of Privacy Policies upon request
- Inspect and copy your health record as provided for in 45 CFR 164.524
- 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 locations
- Request a restriction on certain uses and disclosures of information as provided by 45 CFR 164.522
- Revoke your authorization to use or disclose health information except to the extent that action has already been taken

### Our Responsibilities

We are required to:

- Maintain the privacy of your health information
- Provide you with this 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 a requested restriction
- Accommodate reasonable requests you may have to communicate health information by alternative means or locations

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 also discontinue using or disclosing your health information after we have received a written revocation of the authorization according to the procedures included in the authorization.

**For More Information or to Report a Problem**

If you have questions and would like additional information, you may contact office administration at 630-416-8289 or  
Office for Civil Rights  
U.S. Department of Health and Human Services  
200 Independence Avenue, S.W.  
Room 509F, HHH Building  
Washington, D.C. 20201

**Examples of Disclosure for Treatment, Payment, and Health Operations:**

*We will use your health information for treatment.*

**For Example:** Information obtained by a member of your health care team will be recorded in your record and used to determine the course of treatment that should work best for you, their expectations, actions they took, and their observations to help understand how you are responding to treatment.

*We will use your health information for payment.*

**For example:** A bill may be sent to you or a third-party payee. The information on or accompanying the bill may include information that identifies you, as well as your diagnosis, procedures, and supplies used.

*We will use your health information for regular health operations.*

**For example:** Members of the medical staff, the risk or quality improvement manager, or members of the quality improvement 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 efforts to continually improve the quality and effectiveness of the healthcare and services we provide.

**Business Associates:** There are some services provided in our organization through contacts with business associates. Examples include billing services and our answering service. 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. To protect your health information however, we require the business associate to appropriately safeguard your information.

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

**Marketing:** We may contact you to provide appointment reminders or information about treatment alternatives or other health-related benefits and services that may be of interest to you.

**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.

**Worker's Compensation:** We may disclose health information to the extent authorized by and to the extent necessary to comply with laws relating to worker's 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.

**Law Enforcement:** We may disclose health information for law enforcement purposes as required by law or in response to a valid subpoena.