

# HUMAN SKILLS AND RESOURCES, INC.

## NOTICE OF PRIVACY RIGHTS

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 and Portability and Accountability Act of 1996 ("HIPAA"), 42 U.S.C §1320d *et seq.*, 45 C.F.R. Parts 160 & 164, and the Confidentiality Law, 42 U.S.C. § 290dd-2, 42 C.F.R Part 2. Under these laws, Human Skills and Resources, Inc. (HSR), cannot say to person outside of HSR that you attend program, nor may HSR disclose any information identifying you as an alcohol or drug patient, or disclose any other protected information except as permitted by federal law.

Generally, you must also sign a written consent before HSR can share information for treatment purposes or for health care operations. However, federal law permits HSR to disclose information without your written permission:

1. Pursuant to an agreement with a qualified service organization/ business associate
2. For research, audit or evaluations
3. To report a crime committed on HSR's premises or against HSR personnel
4. To medical personnel in a medical emergency
5. To appropriate authorities to report suspected child or vulnerable adult abuse
6. There is imminent threat of harm or danger to self and/or others
7. As allowed by court order.

Your protected health information may be used and disclosed among agency staff, on a "need to know basis." Where qualified service organization/business associate agreements are established, information may also be disclosed to others outside of our offices that are involved in your care and for the purpose of providing health care services to you, for payment of claims for services, to support the operation of the agency and any other uses permissible by law. Before HSR can use or disclosure any information about your health in a manner not previously mentioned, it must first obtain your specific written consent allowing it to make the disclosure, and any such consent may be revoked by you in writing.

### Your Rights

Under HIPAA you have the right to request restrictions on certain uses and disclosures of your health information. HSR is not required to agree to any restrictions you request but if it does agree then it is bound by that agreement and may not use or disclose any information which you have restricted except as necessary in a medical emergency.

You have the right to request that we communicate with you by alternative means or at an alternative location. HSR will accommodate such requests that are reasonable and will not request an explanation from you. Under HIPAA, you have also the right to inspect a copy of your own health information maintained at HSR except to the extent the information contains psychotherapy notes or information compiled for use (or anticipated use) in civil, criminal, or administrative proceedings or in other limited circumstances. A written request is required prior to review of clinical records.

Under HIPAA you also have the right, with some exceptions, to amend health care information maintained in HSR's records, and to request and receive an accounting of disclosures of your health related information made by HSR during the six years prior to your request. You also have a right to receive a paper copy of this notice.

### HSR's Duties

HSR is required by law to maintain the privacy of your health information and to provide you with notice if its legal duties and practices with respect to your health information. HSR is required by law to abide by the terms of this notice. HSR reserves the right to change the terms of this notice and to make new notice provisions effective for all protected health information it maintains. Any such changes will be posted conspicuously in the offices of HSR.

### Complaints and Reporting Violations

You may file a complaint to HSR and Secretary of the United States Department of Health and Human Services if you believe your privacy rights have been violated under HIPAA. There may also be other avenues for filing of a complaint, to include notification to the Oklahoma Department of Mental Health and Substance Abuse Services (Consumer Advocacy Division) or Oklahoma Office of the Attorney General. To file a complaint with Human Skills and Resources, please notify any staff member who will provide you with the appropriate form. Forms and instructions for the filing of a complaint are also posted at each HSR office. You will not be retaliated against for filing such a complaint. Violation of the Confidentiality Law by a program is a crime and suspected violations of the Confidentiality Law may be reported to the United States Attorney in the district where the violation occurs.

### Contact

For further information, contact the Human Skills and Resources, Corporate Compliance Officer at 918-747-6377 (8:30am- 5pm, Monday-Friday).

### Effective Date

May 1, 2012 (replacing the previous document, effective 4/2003, revised 2/2010)