

# NOTICE OF PRIVACY PRACTICES

This notice describes how medical information about you may be used and disclosed and how you can get access to this information.

## 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:

#### TO TREAT YOU.

- We can use your health information and share it with other professionals who are treating you.

#### TO RUN OUR ORGANIZATION.

- We can use and share your health information to run our facility, improve your care, and contact you when necessary.

#### TO BILL FOR YOUR SERVICES.

- We can use and share your health information to bill and get payment from health plans or other entities.

#### IF DATA IS DE-IDENTIFIED.

- We can use and share health information which has been stripped of personally identifying information such as names, social security numbers, and dates of birth.

#### FOR HELP WITH PUBLIC HEALTH AND SAFETY ISSUES.

- We can share health information about you for certain situations, such as:
  - Preventing disease
  - Helping with product recalls
  - Reporting adverse reactions to medications
  - Reporting suspected abuse, neglect, or domestic violence
  - Preventing or reducing a serious threat to anyone's health or safety

#### FOR RESEARCH.

- We can use or share your information for health research.

#### TO 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 are complying with federal privacy laws.

## **RESPOND TO ORGAN AND TISSUE DONATION REQUESTS.**

- We can share health information about you with organ procurement organizations.

## **WORK WITH A MEDICAL EXAMINER OR FUNERAL DIRECTOR.**

- We can share health information with a coroner, medical examiner, or funeral director when an individual dies.

## **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 a response to a subpoena.

## **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 and research. We have to meet many conditions in the law before we can share your information for these purposes.

### **OUR RESPONSIBILITIES**

- We are required by law to maintain the privacy and security of your protected health information.
- We will let you know promptly 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 in writing that we can. 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, please visit:

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

### **Disclosure Requiring your Written Authorization**

We will obtain your written authorization to disclose your medical information as described below (other included disclosures may not be listed here). If you provide us with an authorization, you may revoke the authorization in writing, and this revocation will be effective for future disclosures of your medical information. However, the revocation will not be effective for information that we have already used or disclosed.

## **Marketing & Sale of Medical Information**

- We will obtain your written authorization for most marketing activities and disclosures that constitute the sale of your medical information before disclosure.

## **Psychotherapy Notes**

- We will obtain your written authorization for disclosure requests of your psychotherapy notes, as documented by your therapist, before disclosure.

## **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.

### **GET AN ELECTRONIC OR PAPER COPY OF YOUR MEDICAL RECORD.**

- You can ask to see or get an electronic or paper copy of your medical record and other health information we have about you. *Ask us how to do this.*
- 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.

### **ASK US TO CORRECT YOUR MEDICAL RECORD.**

- You can ask us to correct health information about you that you think is incorrect or incomplete. *Ask us how to do this.*
- We may say “no” to your request, but we will tell you why in writing within 60 days.

### **REQUEST CONFIDENTIAL COMMUNICATIONS.**

- 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.
- We will say “yes” to all reasonable requests.

### **ASK US TO LIMIT WHAT WE USE OR SHARE.**

- You can ask us **not** to use or share certain health information for treatment, payment, or our operations.
- We are not required to agree to your request and we may say “no” if it would affect your care.
- By choosing to participate in our health information exchange (HIE), you allow us to share your health information with all of the current and future providers in our network. We will not share your information outside of this network unless it is an emergency affecting your immediate needs or is clinically required.
- If you pay for a service or health care item out-of-pocket in full, you can ask us not to share that information with your health insurer for the purpose of payment or for our operations with your health insurer.

- We will say “yes” unless a law requires us to share that information.

#### **GET A LIST OF THOSE WITH WHOM WE HAVE SHARED INFORMATION.**

- You can ask for a list (accounting) of the times we have shared your health information up to six years prior to the date you ask, who we shared it with, and why.
- 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 will provide one accounting a year for free, but will charge a reasonable, cost-based fee if you ask for another one within 12 months.

#### **GET A COPY OF THIS PRIVACY NOTICE.**

- You can ask for a paper copy of this notice at any time, even if you have agreed to receive the notice electronically. We will provide you with a paper copy promptly.

#### **CHOOSE SOMEONE TO ACT FOR YOU.**

- 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.
- We will make sure the person has this authority and can act for you before we take any action.

#### **FILE A COMPLAINT IF YOU FEEL YOUR RIGHTS ARE VIOLATED.**

- You can complain if you feel we have violated your rights by contacting us using the information on the last page of this Notice.
- You can file a complaint with the U.S. Department of Health and Human Services Office for Civil Rights by sending a letter to, calling, or visiting their website at:

200 Independence Avenue SW  
Washington, DC 20201  
1 (877) 696-6775

[www.hhs.gov/ocr/privacy/hipaa/complaints/](http://www.hhs.gov/ocr/privacy/hipaa/complaints/)

- We will not retaliate against you for filing a complaint.

#### **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.

#### **YOU HAVE BOTH THE RIGHT AND THE CHOICE TO TELL US IF YOU ALLOW US TO SHARE OR INCLUDE YOUR INFORMATION:**

- With your family, close friends, and others involved in your care.
- In a disaster relief situation.

- In a facility directory.

*If you are unable 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 REGARDS TO FUNDRAISING:**

- We may contact you for fundraising efforts, but you can tell us not to contact you again.

#### **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.

To reach us with any concerns or complaints, you may contact us by mail, website, email, or phone:

**Schoolcraft Medical Care Facility  
520 Main Street  
Manistique, MI 49854**

**Our Privacy Officer: Kendra Lander**