

**GATEWAY COMMUNITY SERVICES
NOTICE OF PRIVACY PRACTICES**

THIS NOTICE DESCRIBES HOW MEDICAL OR MENTAL HEALTH INFORMATION ABOUT YOU MAY BE USED AND DISCLOSED AND HOW YOU CAN GET ACCESS TO THIS INFORMATION

PLEASE REVIEW IT CAREFULLY

If you have any questions about this notice, please contact Dennis Neuner, Executive Director of Gateway Community Services, 2875 Northwind Drive, Suite 105, East Lansing, Michigan, 48823 at 517-351-4000

WHO WILL FOLLOW THIS NOTICE

This notice describes the information privacy practices followed by our employees, staff and other office personnel. The practices described in this notice will also be followed by health care and mental health care providers you consult with by telephone (when your regular health care or mental health care provider from our office is unavailable) who provide call coverage for your health care or mental health care provider.

YOUR HEALTH AND MENTAL CARE PROVIDER INFORMATION

This notice applies to the information and records we have about your health, health status, the health care, mental health care and services you receive at this office.

We are required by law to give you this notice. It will tell you about the ways in which we may use and disclose health and mental health information about you and describes your rights and our obligations regarding the use and disclosure of that information.

HOW WE MAY USE AND DISCLOSE HEALTH INFORMATION ABOUT YOU

For Treatment: We may use health and mental health information about you to provide you with medical treatment or services and mental health treatment or services. We may disclose health and mental health information about you to doctors, nurses, technicians, office staff, mental health care professionals, or other personnel who are involved in taking care of you and your health, and your mental health.

For example, your doctor may be treating you for a heart condition and may need to know if you have other health problems that could complicate your treatment. The doctor may use your medical history to decide what treatment is best for you. The doctor may also tell another doctor about your condition so that doctor can help determine the most appropriate care for you.

Different personnel in our office may share information about you and disclose information to people who do not work in our office in order to coordinate your care, such as phoning in prescriptions to your pharmacy, scheduling lab work, ordering x-rays and making referrals to mental health care providers. Family members and other health care or mental health care providers may be part of your care outside this office and may require information about you that we have.

For Payment: We may use and disclose health information about you so that the treatment and services you receive at this office may be billed to and payment may be collected from you, and insurance company, or a third party. For example, we may need to give your health plan information about a service you received here so your health plan will pay us or reimburse you for the service. We may also tell your health plan about a treatment you are going to receive to obtain prior approval or to determine whether your health plan will cover the treatment. This will not apply to mental health services as there is no charge for these services.

For Health and Mental Health Care Operations: We may use and disclose health information about you in order to run the office and make sure that you and our other patients receive quality care. For example, we may use your health and mental health information to evaluate the performance of our staff in caring for you. We may also use health and mental health information about all or many of our clients to help us decide what additional services we should offer, how we can become more efficient, or whether certain new treatments are effective.

Appointment Reminders: We may contact you as a reminder that you have an appointment for counseling or medical care at the office.

Health and Mental Health Related Products and Services: We may tell you about health-related products or services that may be of interest to you.

Please notify us if you do not wish to be contacted for appointment reminders, or if you do not wish to receive communications about treatment alternatives or health-related products and services. If you advise us in writing (at the address listed at the top of this Notice) that you do not wish to receive such communications, we will not use or disclose your information for purposes.

You may revoke your *Consent* at any time by giving us written notice. Your revocation will be effective when we receive it, but it will not apply to any uses and disclosures which occurred before that time.

If you do revoke your *Consent*, we will not be permitted to use or disclose information for purposes of treatment payment or health care operations, and medical health treatment, and we may therefore choose to discontinue providing you with health care or mental health care treatment and services.

SPECIAL SITUATIONS

We may use or disclose health or mental health information about you without your permission for the following purposes, subject to all applicable legal requirements and limitations:

To Avert a Serious Threat to Health or Safety: We may use and disclose health and mental health information about you when necessary to prevent a serious threat to your health and safety or the health and safety of the public or another person.

Required By Law: We will disclose health and mental health information about you when required to do so by federal, state or local law.

Research: We may use and disclose health and mental health information about you for research projects that are subject to a special approval process. We will ask you for your permission if the researcher will have access to your name, address or other information that reveals who you are, or will be involved in your care at the office.

Organ and Tissue Donation: If you are an organ donor, we may release health information to organizations that handle organ procurement or organ, eye or tissue transplantation or to an organ donation bank, as necessary to facilitate such donation and transplantation.

Military, Veterans, National Security and Intelligence: If you are or were a member of the armed forces, or part of the national security or intelligence communities, we may be required by military command or other governmental authorities to release health or mental health information about you. We may also release information about foreign military personnel to the appropriate foreign military authority.

Workers' Compensation: We may release health or mental health information about you for workers' compensation or similar programs. These programs provide benefits for work-related injuries or illness.

Public Health Risks/Risks of Safety and Well-Being: We may disclose health or mental health information about you for public health reasons in order to prevent or control disease, injury, or disability; or report births, deaths, suspected abuse or neglect, non-accidental physical injuries, reactions to medications or problems with products. Health care and mental health care providers are required by law to report any suspicion of abuse and/or neglect. This report will be filed with the appropriate agencies under State of Michigan Law, Act No. 238, Public Acts of 1975 as amended, being Sections 722.621-722.636. Michigan Compiled Laws.

Health and mental Health Oversight Activities: We may disclose health or mental health information to a health oversight agency for audits, investigations, inspections, or licensing purposes. These disclosures may be necessary for certain state and federal agencies to monitor the health and mental care system, government programs, and compliance with civil rights laws.

Lawsuits and Disputes: If you are involved in a lawsuit or a dispute, we may disclose health and mental health information about you in response to a court or administrative order. Subject to all applicable legal requirements, we may also disclose health or mental health information about you in response to a subpoena.

Law Enforcement: We may release health or mental health information if asked to do so by a law enforcement official in response to a court order, warrant, summons, or similar process subject to all applicable legal requirements.

Coroners, Medical Examiners and Funeral Directors: We may release health or mental health information to a coroner or medical examiner. This may be necessary, for example, to identify a deceased person or determine the cause of death.

Information Not Personally Identifiable: We may use or disclose health or mental health information about you in a way that does not personally identify you or reveal who you are.

Family and Friends: We may disclose health or mental health information about you to your family members or friends if we obtain your verbal agreement to do so or if we give you an opportunity to object to such a disclosure and you do not raise an objection. We may also disclose health or mental health information to your family or friends if we can infer from the circumstances based on our professional judgment that you would not object. For example, we may assume you agree to our disclosure of your personal health or mental health information to

your spouse/parent when you bring your spouse/parent with you into the exam/counseling room during treatment or while treatment is discussed.

In situations where you are not capable of giving consent (because you are not present or due to an incapacity or medical emergency) we may, using our professional judgment, determine that a disclosure to your family member or friend is in your best interest. In that situation, we will disclose only health or mental health information relevant to the person's involvement in your care. For example, we may inform the person who accompanied you to the emergency room that you suffered a heart attack and provide updates on your progress and prognosis. We may also use our professional judgment and experience to make reasonable inferences that it is in your best interest to allow another person to act on your behalf to pick up, for example, filled prescriptions, medical supplies, or X-rays.

OTHER USES AND DISCLOSURES OF HEALTH INFORMATION

We will not use or disclose your health or mental health information for any purpose other than those identified in the previous sections without your specific, written *Authorization*. We must obtain your *Authorization* separate from any *Consent* we may have obtained from you. If you give us *Authorization* to use or disclose health or mental health information about you, you may revoke that *Authorization*, in writing, at any time. If you revoke your *Authorization*, we will no longer use or disclose information about you for the reasons covered by your written *Authorization*, but we cannot take back any uses or disclosures already made with your permission.

If we have HIV or substance abuse information about you, we cannot release that information without special signed, written authorization (different than the *Authorization* and *Consent* mentioned above) from you. In order to disclose these types of records for purposes of treatment, payment or health care operations, we will have both your signed *Consent* and a special written *Authorization* that complies with the law governing HIV or substance abuse records.

YOUR RIGHTS REGARDING HEALTH INFORMATION ABOUT YOU

You have the following rights regarding health information we maintain about you:

Right to Inspect and Copy: You have the right to inspect and copy your health and mental health information, such as medical and billing records, that we use to make decisions about your care. You must submit a written request to Dennis Neuner, Executive Director in order to inspect and/or copy your health or mental health information. If you request a copy of the information, we may charge a fee for the costs of copying, mailing or other associated supplies. We may deny your request to inspect and/or copy in certain limited circumstances. If you are denied access to your health or mental health information, you may ask that the denial be revoked. If such a review is required by law, we will select a licensed health care professional to review your request and our denial. The person conducting the review will not be the person who denied your request, and we will comply with the outcome of the review.

Risk to Amend: If you believe health information we have about you is incorrect or incomplete, you may ask us to amend the information. You have the right to request an amendment as long as the information is kept by this office.

To request an amendment, complete and submit a Medical Record Amendment Correction Form to Dennis Neuner, Executive Director. We may deny your request for an amendment if it is not

in writing or does not include a reason to support the request. In addition, we may deny your request if you ask us to amend information that:

- a. We did not create, unless the person or entity that created the information is no longer available to make the amendment;
- b. You would not be permitted to inspect and copy;
- c. Is accurate and complete.

Right to Accounting Disclosures: You have the right to request an “accounting of disclosures.” This is a list of the disclosures we made of medical or mental health information about you for purposes other than treatment, payment and health care operations. To obtain this list, you must submit your request in writing to Dennis Neuner. It must state a time period, which may not be longer than six years and may not include dates before April 14, 2003. Your request should indicate in what form you want the list (for example, on paper, electronically). We may charge you for the costs of providing the list. We will notify you of the cost involved and you may choose to withdraw or modify your request at that time before any costs are incurred.

Right to Request Restrictions: You have the right to request a restriction or limitation on the health or mental health information we use or disclose about you for treatment, payment or health care or mental health care operations. You also have the right to request a limit on the health or mental health information we disclose about you to someone who is involved in your care or the payment for it, like a family member or friend. For example, you could ask that we not use or disclose information about a surgery you had.

We are Not Required to Agree to Your Request: If we do agree, we will comply with your request unless the information is needed to provide you emergency treatment.

To request restrictions, you may complete and submit the *Request for Restriction on Use/Disclosure of Medical or Mental Health Information* to Dennis Neuner, Executive Director.

Right to Request Confidential Communications: You have the right to request that we communicate with you about medical or mental health matters in a certain way or at a certain location. For example, you can ask that we only contact you at work or by mail.

To request confidential communications, you may complete and submit the *Request for Restriction on Use/Disclosure of Medical or Mental Health Information and/or Confidential Communications* to Dennis Neuner, Executive Director.

Right to a Paper Copy of this Notice: You have the right to a paper copy of this notice. You may ask us to give you a copy of this notice at any time. Even if you have agreed to receive it electronically, you are still entitled to a paper copy. To obtain such a copy, contact Dennis Neuner, Executive Director.

CHANGES TO THIS NOTICE

We reserve the right to change this notice, and to make the revised or changed notice effective for medical or mental health information we already have about you as well as any information we receive in the future. We will post a summary of the current notice in the office with its effective date in the top right hand corner. You are entitled to a copy of the notice currently in effect.

COMPLAINTS

If you believe your privacy rights have been violated, you may file a complaint with our office or with the Secretary of the Department of Health and Human Services. To file a complaint with our office, contact Dennis Neuner, Executive Director, Gateway Community Services, 2875 Northwind Drive Suite 105, East Lansing, MI 48823. You will not be penalized for filing a complaint.

GATEWAY COMMUNITY SERVICES
ACKNOWLEDGEMENT OF NOTICE OF PRIVACY PRACTICES

Patient Name: _____

I hereby acknowledge that I have received the Notice of Privacy Practices statement of Gateway Community Services.

Signature: _____ Date: _____