



320 East Central Avenue
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Notice of Privacy Practices

Your Information ▪ Your Rights ▪ Our Responsibilities

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

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 we can in writing. If you tell us we can, you may change your mind at any time. Let us know in writing if you change your mind.

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. You have the right to:

- 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’ll 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.

- If you pay for a service or health care item out-of-pocket in full, you can ask us not to share that information for the purpose of payment or 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’ve shared information
 - You can ask for a list (accounting) of the times we’ve shared your health information for six years prior to the date you ask, who we shared it with and why.
 - We will include all disclosures except for those about treatment, payment and health care operations, and certain other disclosures (such as any you asked us to make). We’ll 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 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 that 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 back page.
 - You can file a complaint with the U.S. Department of Health and Human Services Office for Civil Rights by sending a letter to 200 Independence Avenue, S.W. Washington, D.C. 20201, calling 1-877-696-6775, or visiting <https://www.hhs.gov/hipaa/filing-a-complaint/what-to-expect/index.html>
 - 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.

- In these cases, you have both the right and choice to tell us to:
 - Share information with your family, close friends, or others involved in your care.
 - Share information in a disaster relief situation
 - Include your information in a hospital directory.
 - *If you are not able 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 these cases, we will never share your information unless you give us written permission:
 - Marketing purposes
 - Sale of your information
 - Most sharing of psychotherapy notes
 - No mobile information will be shared with third parties/affiliates for marketing/promotional purposes. Information sharing to subcontractors in support services, such as customer service, is permitted. All other use case categories exclude text messaging originator opt-in data and consent; this information will not be shared with any third parties.”
- In the case of fundraising:
 - We may contact you for fundraising efforts, but you can tell us not to contact you again.

Our Uses and Disclosures

How do we typically 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.
 - *Example:* A doctor treating you for an injury asks another doctor about your overall health condition.
- To run our organization
 - We can use and share your health information to run our practice, improve your care and contact you when necessary.
 - *Example:* We use health information about you to manage your treatment and services.
- To bill for services
 - We can use and share your health information to bill and get payment from health plans or other entities.
 - *Example:* We give information about you to your health insurance plan so it will pay for your services.

How else can we share or use your health information?

We are allowed or required to share your information in other ways – usually in ways that contribute to 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. For more information see: <https://www.hhs.gov/hipaa/for-individuals/guidance-materials-for-consumers/index.html>

- 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
- Do research:
 - We can share your information for health research.
- 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're complying with federal privacy law.
- 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 or 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 response to a subpoena

- AIDs Confidentiality
 - We cannot share the identity of a person upon whom an AIDs test is performed, the results or the test, diagnosis, treatment and prescription information that would reveal that person is HIV positive without authorization with the following exceptions
 - A spouse or civil union partner (or a parent/legal guardian for minors under 18), if you won't tell them or we believe they have not been notified.
 - To healthcare providers who are providing care or handling body fluids
 - To healthcare providers, employees, first responders or law enforcement who were exposed to blood or body fluids in a manner that can transmit HIV
 - A court or temporary caretaker of a child taken into custody by DCFS
 - We can share HIV related information for treatment, payment and to run our organization
- Substance Use Disorder (SUD) Treatment
 - We will never share your SUD treatment records without your written permission with the following exceptions:
 - Medical emergencies
 - During qualified audits or evaluations
 - Reporting child abuse or neglect as required by the state
 - When reporting a patient's crime on program premises or against program personnel
 - Court orders authorizing disclosure of record.

For more information see: <https://www.hhs.gov/hipaa/for-individuals/notice-privacy-practices/index.html>

Change 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.

Crossing Healthcare Privacy Officer

Director of IT

IT@crossinghealthcare.org

217-877-9117 extension 3123