



T A H O E
YOUTH & FAMILY
S E R V I C E S
A SAFETY NET OF SERVICES FOR YOUTH AND FAMILIES

ACKNOWLEDGEMENT OF RECEIPT OF NOTICE OF PRIVACY PRACTICES

I hereby acknowledge that I have been provided with a copy of Tahoe Youth & Family Services Notice of Privacy Practices (effective date 04/14/03) on this date.

____/____/____
Date

Client name

____/____/____
Date

Client signature

TAHOE YOUTH & FAMILY SERVICES NOTICE OF PRIVACY PRACTICES

Effective Date: April 14, 2003

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.

This Notice tells you about the ways in which Tahoe Youth & Family Services (referred to as “we”) may collect, use, and disclose your protected health information, and your rights concerning your protected health information. “Protected health information” is information about you, including demographic information, that can reasonably be used to identify you and that relates to your past, present, or future physical or mental health condition, the provision of health care to you, or the payment for that care.

We are required by federal and state laws to provide you with this Notice about your rights and our legal duties and privacy practices with respect to your protected health information. We must follow the terms of this Notice while it is in effect. Some of the uses and disclosures described in this Notice may be limited in certain cases by applicable state laws that are more stringent than the federal standards.

HOW WE MAY USE AND DISCLOSE YOUR PROTECTED HEALTH INFORMATION.

We may use and disclose your protected health information for different purposes. The examples below are provided to illustrate the types of uses and disclosures we may make without your authorization for payment, health care options, and treatment.

- Payment. We use and disclose your protected health information in order to pay for your covered health expenses. For example, we may use your protected health information to process claims or be reimbursed by another insurer that may be responsible for payment.

- Health Care Operations. We use and disclose your protected information in order to perform or plan activities, such as quality assessment activities or administrative activities, including data management or customer service. We may also contact you to provide appointment reminders or to offer information about treatment alternatives or other related services that may be of interest to you.
- Plan Sponsor. If you are enrolled through a group health plan, we may provide summaries of claims and expenses for enrollees in a group health plan to the plan sponsor, who may also be an employer.
- Enrolled Dependents and Family Members. We will mail explanation of benefits forms and other mailing containing protected health information to the address that we have on record.
- As Required By Law. We must disclose protected health information about you when required to do so by law.
- Public health Agencies. We may disclose protected health information to public health agencies for reasons such as preventing or controlling disease, injury, or disability.
- Victims of Abuse, Neglect or Domestic Violence. We may disclose protected health information to government agencies about neglect, abuse, or domestic violence.
- Health Oversight Activities. We may disclose protected health information to government oversight agencies (e.g., state insurance departments) for activities authorized by law.
- Law Enforcement. We may disclose protected information under limited circumstances to a law enforcement official in response to a warrant or similar process; to identify or locate a suspect; or to provide information about the victim of a crime.
- Coroners, Funeral Directors, Organ Donation. We may release protected health information to coroners or funeral directors as necessary to allow them to carry out their duties.
- Research. Under certain circumstances, we may disclose protected health information about you for research purposes, provided certain measures have been taken to protect your privacy.
- To Avert a Serious Threat to Health or Safety. We may disclose protected information about you, with some limitations, when necessary to prevent a serious threat to your health and safety or the health and safety of the public or another person.

- Special Government Functions. We may disclose information as required by the military authorities or authorized federal officials for national security and intelligence activities.
- Workers Compensation. We may disclose protected health information to the extent necessary to comply with state laws for workers compensation programs.
- Health Information That is Not Protected. We may disclose health information about you that is not “protected health information”, that is, information used in a way that does not personally identify or reveal who you are.

OTHER USES OR DISCLOSURES WITH AN AUTHORIZATION

Other uses or disclosures of your protected health information will be made only with your written authorization, unless otherwise permitted or required by law. You may revoke an authorization at any time in writing, except to the extent that we have already taken action on the information disclosed, or if we are permitted by law to use the information to contest a claim or coverage under a health plan.

YOUR RIGHTS REGARDING YOUR PROTECTED HEALTH INFORMATION

You have certain rights regarding protected health information that we maintain about you.

- Rights to Access Your Protected Health Information. You have the right to review or obtain copies of your protected health information records, with some limited exceptions. Usually the records include enrollment, billing, payment, or medical management records. Your request to review and/or obtain a copy of your protected health information records must be made in writing. We may charge a fee for the costs of producing, copying, and mailing your requested information, but we will tell you the cost in advance.
- Right to Amend Your Protected Health Information. If you feel that protected health information maintained by us is *incorrect or incomplete*, you may request that we amend the information. Your request must be made in writing and must include the reason you are seeking a change. We may deny your request if, for example, you ask us to amend information that was not created by us, or you ask us to amend a record that is already accurate and complete.
- Your Rights if a Request is Denied. If we deny your request to amend your protected health information we will notify you in writing. You then have the right to submit to us a written statement of disagreement with our decision and we have the right to rebut that statement.
- Right to an Accounting of Disclosures Made by Us. You have the right to request an accounting of disclosures we have made of your protected health information. This list will not include our disclosures related to your treatment, or payment for health care operations, or disclosures made to you or with your authorization. The list may also exclude certain other disclosures such as for national security purposes. Your request for an accounting of disclosures must be made in writing and must state a time period for which you want an accounting. This time period 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 or electronically). The first accounting that you request within a 12-month period will be free. For additional lists within the same time period, we may charge for providing the accounting, but we will tell you the cost in advance.
- Right to Request Restriction on the Use and Disclosure of Your Protected Health Information. You have the right to request that we restrict or limit how we use or disclose your protected health information for treatment, payment, or health care opera-

tions. We may not agree to your request. If we do agree, we will comply with your request unless the information needed is for an emergency. Your request for a restriction must be made in writing. In your request for a restriction, you must tell us what information you want to limit; whether you want to limit how we use or disclose your information, or both; and to whom you want the restrictions to apply.

- Right to Receive Confidential Communications. You have the right to request that we use a certain method to communicate with you, such as paper or electronic communication, or that we send information to a certain location if the communication could endanger you. Your request to receive confidential communication must be made in writing. Your request must clearly state that all or part of the communication from us could endanger you. We will accommodate all reasonable requests. Your request must specify how or where you wish to be contacted.
- Right to a Paper Copy of this Notice. You have a right at any time to request a paper copy of this Notice, even if you had previously agreed to receive an electronic copy.
- Contact Information for Exercising your Rights. You may exercise any of the rights described above by contacting our Executive Director. See the end of this Notice for the contact information.

HEALTH INFORMATION SECURITY

Tahoe Youth & Family Services requires all its employees to follow the Tahoe Youth & Family Services confidentiality policies and procedures that limit access to health information about clients to those employees who need it to perform their responsibilities. In addition, Tahoe Youth & Family Services maintains physical, administrative, and technical security measures to safeguard your protected health information.

CHANGES TO THIS NOTICE

We reserve the right to change the terms of this Notice at any time, effective for protected health information that we already have about you as well as any information that we receive in the future. We will provide you with a copy of the new Notice whenever we make material change to the privacy practices described in this Notice. Anytime we make a material – change to this Notice, we will promptly revise and post the new Notice with the new effective date.

COMPLAINTS

If you believe that your privacy rights have been violated, you may file a complaint with us and/or the Secretary of the Department of Health and Human Services. All complaints to Tahoe Youth & Family Services must be made in writing and sent to the privacy official listed at the end of this Notice. We support your right to protect the privacy of your protected health information. We will not retaliate against you or penalize you for filing a complaint.

CONTACT TAHOE YOUTH & FAMILY SERVICES

Tahoe Youth & Family Services
Executive Director
1021 Fremont Avenue
South Lake Tahoe, CA 96150
(530) 541-2445
Fax: (530) 541-0517

CONTACT DEPARTMENT OF HEALTH & HUMAN SERVICES

Region IX, Office for Civil Rights
U.S. Department of Health & Human Services
50 United Nations Plaza, Room 322
San Francisco, CA 94102
Voice: (415) 437-8310
Fax: (415) 437-8329
TDD: (415) 437-8311