

DBT CENTER OF LAWRENCE

HIPAA Notice of Privacy and Practices

This notice describes how your medical information may be used and disclosed and how you may get access to this information. Please review it carefully. If you have any concerns about how your confidential information is being used please notify your DBT Center of Lawrence and Kansas City, LLC (DBT Center) provider so they may address and resolve these concerns.

It is the policy of the DBT Center to protect the privacy of client information and to assure that the disclosure of all such information, whether written, verbal, or electronic including faxes, is conducted in compliance with all federal and state laws governing confidentiality. All staff members, students, interns, volunteers, or other individuals having access to client information have responsibility to protect and preserve confidentiality for all clients. Client information is defined as any written, electronic or verbal information about current or former clients that is personal and private in nature, including their participation in services at the DBT Center.

The DBT Center personnel will hold confidential all information obtained about a client related to their assessment, care, and services received, and shall not divulge it without client authorization unless it is required by law. Authorization to release client information constitutes a signed written consent from the client or legal representative to view the clinical record or to obtain copies of the record; signed court order; or meeting the statutory requirement for protection of persons from harm.

YOUR RIGHTS

You have the right to:

A copy of this privacy notice.

A copy of your medical record. The DBT Center has up to 30 days to make this available to you and may charge you a reasonable fee for costs of copying and mailing. Alternately, if you agree, the DBT Center will provide a summary or explanation of your treatment-to-date, rather than the entire record (see Treatment Agreement).

Ask that a correction be made to your medical record. The DBT Center will make every effort to understand and comply with your request, however, the DBT Center may still say “no” and will explain the reason for this response.

Request specific confidential communication. During the intake process you will have the opportunity to make specific requests of how you would like to be contacted. You may specify on the Authorization for Alternative Communications Text Messaging and Email Informed Consent form that we contact you via our Client Portal or call you only at a specific phone number.

Request that the DBT Center restrict how protected health information (PHI) about you is used or disclosed for treatment, payment or health care operations to limit the information we share. We are not required to agree to this restriction, but if we do, we are bound by our agreement. If you pay for a service or health care item out-of-pocket in full, you may ask us not to share this information for the purpose of payment or our operations with your health insurer. The DBT Center will say “yes” unless a law requires us to share that information.

A list of those with whom the DBT Center has shared your information. You may ask for a list (accounting) of the times the DBT Center shared your health information for up to six years prior to the date you ask. Information would include to whom the DBT Center has shared PHI and the purpose of disclosure. The DBT Center will include all the disclosures, except for those about treatment, payment, and healthcare operations, and certain other disclosures (such as any you asked the DBT Center to make). The DBT Center will provide one accounting per year for free but will charge a reasonable, cost-based fee if you ask for another copy within a 12 month period (see Treatment Agreement).

Choose someone to act for you. If you have given someone medical power of attorney or if someone is your legal guardian, they may exercise your rights to make choices about your health information. The DBT Center will verify the person has this authority and may act for you before making any action.

File a complaint if you believe your privacy rights have been violated. You may complain if you feel the DBT Center has violated your rights by contacting another DBT Center provider at 785-424-7770 or info@dbtlawrence.com. You may file a complaint at the Behavioral Sciences Regulatory Board of Kansas by sending a letter to 700 S.W. Harrison St., Ste 420, Eisenhower State Office Building, Topeka, KS 66603 or calling 785-296-3112. You may 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 or call 877-696-6775. The DBT Center will not retaliate against you for filing a complaint.

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YOUR CHOICES

You have some choices in the way that the DBT Center uses and shares your information, or you have the right to tell the DBT Center to share information with your family, friends, or others involved in your care. Share information in a disaster relief situation. In both cases you will need to complete an Authorization for the Release of Confidential Information (ROI). *If you are not able to tell the DBT Center your preference, such as if you are injured or unconscious, the DBT Center may share your information if it is believed it is in your best interest. The DBT Center may also share your information to lessen a serious and imminent threat to health or safety.*

DBT CENTER OF LAWRENCE USES AND DISCLOSURES

How does the DBT Center typically use or share your health information?

For Treatment. The DBT Center may use your health information and share it with your written consent with other professionals involved in your care such as another doctor, therapist, or laboratory, to ensure that the other provider has the necessary information to diagnose or treat you or provide you with a service.

For Health Care Operations. The DBT Center may use and share your health information with your written consent to run the practice, improve your care, and contact you when necessary. For example, the DBT Center may disclose information to physicians, students, interns, therapists and other authorized personnel for educational and learning purposes.

Bill for Your Services. The DBT Center may use and share your information to bill and get payment from you, health plan, or a third party. Example, the DBT Center gives information about you to your health insurance plan so it will pay for your services.

Appointment Reminders/Treatment Alternatives/Health-Related Benefits and Services. The DBT Center may use and disclose PHI to contact you to remind you that you have an appointment or to tell you about possible treatment option, or alternatives or services that may be of interest to you.

How else can the DBT Center Use or Share Your Health Information? The DBT Center is 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. The DBT Center must meet many conditions in the law before your information may be shared for these purposes. For more information see: www.hhs.gov/ocr/privacy/hipaa/understanding/consumers/index.html.

Help With Public health and Safety Issues. We may share 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. The DBT Center may use or share your information for health research.

Comply With the Law. The DBT Center will share information about you if state or federal laws require it, including the Department of Health and Human Services if it needs to verify the DBT Center is complying with federal privacy law.

Address Workers' Compensation, Law Enforcement, and Other Government Requests. The DBT Center may use or share health information about you:

- For workers' compensation claims.
- For law enforcement purposes or with a law enforcement official if required/needed.
- 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. The DBT Center may share health information about you in response to a court or administrative order, or in response to a subpoena.

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DBT CENTER OF LAWRENCE RESPONSIBILITIES

- The DBT Center is required by law to maintain the privacy and security of your PHI.
- The DBT Center will let you know promptly if a breach occurs that may have compromised the privacy or security of your information.
- The DBT Center must follow the duties and privacy practices described in this notice and provide you a copy.
- The DBT Center will not use or share your information other than as described here unless you tell DBT Center personnel in writing that PHI may be shared (see Authorization for Release of Confidential Information). If you complete an ROI you may change your mind and request that it be voided at any time, and you must do so in writing.

CHANGES TO THE TERMS OF THIS NOTICE

The DBT Center may change the terms of this notice, and the changes will apply to all information held about you. The new notice will be available upon request.

This notice was published and becomes effective on or before September 1, 2018.