

## CHRYSALIS HOUSE, INC.

### NOTICE OF HIPAA POLICIES AND PRACTICES TO PROTECT THE PRIVACY OF YOUR HEALTH INFORMATION

This Notice describes how your protected health information can be used and disclosed to carry out treatment, payment and health care operations. It also explains how you can get access to this information. PLEASE READ IT CAREFULLY.

#### **Uses and Disclosures for Treatment, Payment & Health Care Operations**

Chrysalis House may use or disclose your protected health information (“PHI”), only for treatment, payment and health care operations purposes. These terms are defined as follows:

- *Protected Health Information* (“PHI”) – refers to any information about health status, provision of health care, or payment for health care that can be associated with a specific individual.
- *Treatment* – is when Chrysalis House provides, coordinated or manages your health care and other services related to your health care.
- *Payment* – is when Chrysalis House obtains reimbursement for your healthcare. For example, when we disclose your PHI to your health insurer to obtain payment or determine eligibility or coverage.
- *Health Care Operations* – are activities that relation to the performance and operation of the Chrysalis House. Including but not limited to: quality assessment and improvement activities, business-related matters, such as audits and administrative services, therapy, fund raising, research, case management, care coordination, staff training and evaluation, medical reviews, legal services, compliance programs, job club, GED, government programs and accreditation, certification, licensing and credentialing activities.
- *Use* – applies to sharing, employing, applying, utilizing, examining, analyzing and other activities that identify you within the organization.
- *Disclosure* – applies to releasing, transferring or providing access to information about you to other parties outside the organization.

Chrysalis House may contact you before, during or following enrollment in one of our programs for a variety of reasons, including to:

- Remind you of appointments;
- Tell you about treatments or other services that might be of benefit to you;
- Inquire about your present health status;
- Ask if you in need of additional services; and
- Ask your opinion about the quality and effectiveness of the services/treatments you have received.

Chrysalis House will report to the appropriate law enforcement agency crimes that occur on the premises or where we may be providing services and threats against our staff. This report will only include information necessary to identify and locate the suspected perpetrator or that is directly relevant to the reported activity.

Except for certain minors, incompetent clients, or involuntary clients, protected health information cannot be provided to family members without your written consent. In situations where family members are present during a discussion with you, and it can be reasonably inferred from the circumstances that you do not object, information may be disclosed in the course of that discussion. However, if you object, protected health information will not be disclosed.

### **Uses and Disclosures Requiring Authorization**

Chrysalis House may use or disclose PHI for purposes outside of treatment, payment, or healthcare operations when appropriate authorization is obtained.

- Authorization – is written permission above and beyond the general consent that permits only specific disclosures.

You may revoke all such authorization of PHI at any time, provided each revocation is in writing. You may not revoke an authorization to the extent that Chrysalis House has relied on the authorization; or if the authorization was obtained as a condition of obtaining insurance coverage, and the law provided the insurer the right to contest the claim under the policy.

### **Uses and Disclosures That DO NOT Need Consent or Authorization**

Chrysalis House may use or disclose your PHI without your consent or authorization in the following circumstances:

- *Child Abuse* – If we reasonably have cause to believe that your child(ren) or dependent child(ren) is neglected or abused, Chrysalis House must report this belief to the appropriate authorities, which may include the Kentucky Cabinet for Families and Children or its designated representative; the Commonwealth Attorney or County Attorney; local law enforcement or Kentucky State police.
- *Adult and Domestic Abuse* – If we have reasonable cause to believe that an adult has suffered abuse, neglect, or exploitation, we must report this belief to the Kentucky Cabinet for Families and Children.
- *Judicial and Administrative Proceedings* – If you are involved in a court proceeding and a request is made for information about your diagnosis, or treatment or records thereof, such information is privileged under state law, and I will not release information without the written authorization of you or your legally appointed representative or a court order. The privilege does not apply when you are being evaluated for a third party or where the evaluation is court-ordered.
- *Serious Threat to Health & Safety* – If you communicate an actual threat of physical violence against a clearly identified or reasonably identified victim or yourself or an

actual threat of some specific violent act, Chrysalis House has a duty to notify the victim and law enforcement authorities. If you carry certain communicable diseases and injuries that require reporting.

- *Workers' Compensation* – If you file a claim for workers' compensation, you waive the patient privilege and consent to disclosure of your health information reasonably related to your injury or disease to your employer, workers' compensation insurer, special fund, uninsured employers' fund or the administrative law judge.
- *Death* – should you die and a Coroner is investigating your death.

### **Patient's Rights**

- *Right to Request Restrictions* – You have the right to request restrictions on certain uses and disclosures of protected health information. However, Chrysalis House is not required to agree to the restriction you request.
- *Right to Receive Confidential Communications by Alternative Means and at Alternative Locations* – You have a right to request and receive confidential communications of PHI by alternative means and at alternative locations.
- *Right to Inspect and Copy* – You have the right to inspect or obtain a copy (or both) of PHI in my mental health and billing records to make decisions about your for as long as the PHI is maintained in the record.
- *Right to Amend* – You have a right to request an amendment of PHI for as long as the PHI is maintained in the records. Chrysalis House may deny your request.
- *Right to an Accounting* – You have the right to receive an accounting of disclosures of PHI.
- *Right to a Paper Copy* – You have a right to obtain a paper copy of the notice from me upon request, even if you have agreed to receive the notice electronically.

### **Chrysalis House Duties**

- We are required by law to maintain the privacy of PHI and to provide you with a notice of the legal duties and privacy practices with respect to PHI.
- We reserve the right to change the privacy policies and practices described in this notice. Unless, you are noticed of such changes, we are required to abide by the terms currently in effect.
- If the policies and procedures are revised, the revised Notice will be posted in Chrysalis House service delivery sites. In addition, you will be given a copy upon request.

### **Complaints**

If you feel that we have violated your privacy rights, or you disagree with a decision we have made about your records, you may contact the Chrysalis House, Inc. Privacy and Security Officer in writing about your concerns and they will set up an appointment with you to remedy the situation. You may also send a written complaint to the Secretary of the U.S. Department of Health and Human Services. Chrysalis House will not retaliate against you for filing a complaint.

**Additional Information**

Chrysalis House is required by State and Federal law to maintain the privacy of protected health information. In addition, Chrysalis House is required by law to provide clients with notice of its legal duties and privacy practices with respect to protected health information. That is the purpose of this Notice.

If you would like additional information about your privacy right at Chrysalis House, please call the Clinical Director at 859-977-2507.

**Effective Date**

This Notice is effective August 20, 2003