

NOTICE OF PRIVACY PRACTICES UNDER THE CCO

This Notice of Privacy Practices will tell you how Laurel Hill Center may use or disclose information about you. Not all situations will be described. Laurel Hill Center is required to give you a notice of our privacy practices about the information we collect and keep about you. Laurel Hill Center is required to follow the terms of the notice currently in effect.

Uses and Disclosures without your authorization

For Treatment. Laurel Hill Center may use or disclose information with health care providers who are involved in your health care. For example, information may be shared to create and carry out a plan for your treatment. There are exceptions to this for some Mental Health and HIV services, and for substance abuse treatment; those services may require a signed Release of Information from you.

To Coordinate Care. Laurel Hill Center is now part of a state certified Coordinated Care Organization (CCO). If you are an Oregon Health Plan Member, Laurel Hill Center may use or disclose your health information to other providers in the CCO (including mental health and HIV diagnoses and treatment) who are involved in your care for the purpose of providing whole-person care.

For Payment. Laurel Hill Center may use or disclose information to get payment or to pay for the health care services you receive. For example, Laurel Hill Center may provide Protected Health Information (PHI) to bill your health plan for health care provided to you.

For Health Care Operations. Laurel Hill Center may use or disclose information in order to manage its programs and activities. For example, Laurel Hill Center may use PHI within the agency to review the quality of services you receive.

To Business Associates. If the information is necessary for them to perform functions on behalf of Laurel Hill Center or for medical reviews, legal services, audits or management activities related to HIPAA compliance. They are obligated to protect the privacy of your information.

For Health Oversight Activities. Laurel Hill Center may use or disclose information during inspections or investigations of our services.

As Required by Law and For Law Enforcement. Laurel Hill Center will use and disclose information when required or permitted by federal or state law or a court order.

For Abuse Reports and Investigations. Laurel Hill Center is required by law to receive and investigate reports of abuse.

To Avoid Harm. Laurel Hill Center may disclose PHI to law enforcement in order to avoid a serious threat to the health and safety of a person or the public.

Uses and Disclosures in Special Situations

We may use or disclose your PHI in the situations described below unless you notify us in writing that you would like us not to. See the information below under “Your PHI Privacy Rights” for information about how to request limitations.

Appointments and Other Health Information. Laurel Hill Center may send you reminders for medical care or checkups. Laurel Hill Center may send you information about other treatment or health services that may be of interest to you.

For Government Programs. Laurel Hill Center may use and disclose information for public benefits under other government programs. For example, Laurel Hill Center may disclose information for the determination of Supplemental Security Income (SSI) benefits.

For Research. Laurel Hill Center may use information for studies and to develop reports. These reports do not identify specific people.

Disclosures to Family, Friends, and Others. Laurel Hill Center may disclose information to your family or other persons who you have identified as being involved in your medical care or in an identified emergency. **You have the right to object to the sharing of this information.**

Other Uses and Disclosures Require Your Written Authorization

For other situations, Laurel Hill Center will ask for your written authorization before using or disclosing information. You may cancel this authorization at any time in writing. Laurel Hill Center cannot take back any uses or disclosures already made with your authorization.

Many programs have other laws for the use and disclosure of information about you. For example, under Federal law, you must give your written authorization for a substance abuse treatment provider to use and disclose your alcohol and drug treatment records.

Your PHI Privacy Rights

Your rights include the following:

Right to See and Get Copies of Your Records. In most cases, you have the right to look at or get copies of your Laurel Hill Center records. You must make the request in writing. You may be charged a fee for the cost of copying your records.

Right to Request a Correction or Update of Your Records. You may ask Laurel Hill Center to change or add missing information to your records if you think there is a mistake. You must make the request in writing, and provide a reason for your request.

Right to Get a List of Disclosures. You have the right to ask Laurel Hill Center for a list of disclosures made after April 14, 2003. You must make the request in writing. This list will not include the times that information was disclosed for treatment, payment, or health care operations. The list will not include information provided directly to you or your family, or information that was sent with your authorization.

Right to Request Limits on Uses or Disclosures of PHI. You have the right to ask that Laurel Hill Center limit how your information is used or disclosed. You must make the request in writing and tell Laurel Hill Center what information you want to limit and to whom you want the limits to apply. Laurel Hill Center is not required to agree to the restriction, in most cases. If requested and consistent with law, Laurel Hill Center shall agree not to send health information to your health plan for payment of health care operating purposes if the information concerns a health care item or service for which you have paid Laurel Hill Center out of pocket in full. You can request that the restrictions be terminated in writing or verbally.

Right to Be Notified of a Breach. You have a right to be notified in the event that we (or a business associate) discover a breach of your unsecured health information. Notice of a breach will be made in accordance with federal requirements.

Right to Choose How We Communicate with You. You have the right to ask that Laurel Hill Center share information with you in a certain way or in a certain place. For example, you may ask Laurel Hill Center to send information to your work address instead of your home address. You must make this request in writing. You do not have to explain the basis for your request.

Right to File a Complaint. You have the right to file a complaint if you do not agree with how Laurel Hill Center has used or disclosed information about you.

Right to Get a Paper Copy of this Notice. You have the right to ask for a paper copy of this notice at any time.

***How to contact Laurel Hill Center to Review,
Correct, or Limit Your Protected Health
Information (PHI)***

You may contact your Laurel Hill Center at the address and phone number listed at the end of this notice to:

- Ask to look at or copy your records
- Ask to correct or change your records
- Ask to limit how information about you is used or disclosed
- Ask for a list of the times Laurel Hill Center disclosed information about you
- Ask to cancel an authorization

Laurel Hill Center may deny your request to look at, copy, or change your records. If Laurel Hill Center denies your request, Laurel Hill Center will send you a letter that tells you why your request is being denied and how you can ask for a review of the denial. You will also receive information about how to file a complaint with your CCO or with the Oregon Department of Health and Human Services, Office for Civil Rights.