

NOTICE OF PRIVACY PRACTICES

SPIRITT FAMILY SERVICES

Administrative Office: 8022 Painter Avenue, Whittier, CA 90602 / (562) 903-7000 / info@spiritt.org

Health Insurance Portability and Accountability Act of 1996 (HIPAA) Notice of Privacy Practices Statement

- Bell Gardens: 6100 Florence Avenue, Bell Gardens, CA
- Glendora Family Center: 1505 Sunflower Avenue, Glendora, CA 91740
- Pomona Family Center: 383 N Main Street, Pomona, CA 91768
- South El Monte Family Center: 2000 Tyler Avenue, South El Monte, CA 91733
- Whittier Family Center: 8000 Painter Avenue, Whittier, CA 90602

Privacy Officer: Connie Preciado-Gonzalez, Manager

Effective Date: May 1, 2018

THIS INFORMATION DESCRIBES HOW MEDICAL INFORMATION ABOUT YOU MAY BE USED AND DISCLOSED AND HOW YOU CAN GET ACCESS TO THIS INFORMATION. PLEASE REVIEW IT CAREFULLY.

WHO WILL FOLLOW THIS NOTICE

This Notice describes SPIRITT Family Services practices and that of employees, Agency volunteers and other SPIRITT personnel.

OUR PLEDGE REGARDING YOUR MEDICAL INFORMATION

SPIRITT understands that medical information about you and your health is personal. We are committed to protecting medical information about you. We create a record of the care and services you receive at the Agency. We need this record to provide you with quality care and to comply with certain legal requirements. This Notice applies to all of the records of your care generated by the Agency. As required and when appropriate, we will ensure that the minimum necessary information is released in the course of our duties. This Notice will tell you about the ways in which we may use and disclose medical information about you. We also describe your rights and certain obligations regarding the use and disclosure of medical information.

SPIRITT is required by law to: 1) Keep your medical information, also known as “protected health information” or “PHI,”

private; 2) Give you this Notice of our legal duties and privacy practices with respect to your PHI; and 3) Follow the terms of the Notice that is currently in effect.

HOW WE MAY USE AND DISCLOSE YOUR PROTECTED HEALTH INFORMATION

The following categories describe different ways that we use and disclose protected health information. For each category of uses or disclosures we will explain what we mean and try to give some examples. Not every use or disclosure in a category will be listed. However, all of the ways we are permitted to use and disclose information will fall within one of the categories.

For Treatment

SPIRITT creates a record of the treatment and services you receive at our Centers. We may use your PHI to provide you with medical treatment or services. We may disclose your PHI to a licensed supervisor, psychiatrist, therapist, substance abuse counselor, case manager, or other Agency personnel/volunteers who are involved in taking care of you at the Agency. For example, if you are being treated by a psychiatrist, we can disclose your PHI to

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your psychiatrist in order to coordinate your care. SPIRITT also may disclose your PHI to people outside the Agency who may be involved in your treatment, such as your case manager, or other persons for coordination and management of your health care. Your health information may only be release to health care professionals outside this Agency without your authorization if they are responsible for your physical or mental health care.

For Payment

SPIRITT may use and disclose your PHI in order to get paid for the treatment and services we have provided you. For example, we may need to give your health plan information about a medication, visit, or treatment session you received at the Agency so your health plan will pay us. We may also tell your health plan about a treatment you are going to receive to obtain prior approval or to determine whether your plan will cover the treatment.

For Health Care Operations

SPIRITT may use and disclose your PHI to carry out activities that are necessary to run our Centers and to make sure that all of our clients receive quality care. For example, we may use medical information to review our treatment and services and to evaluate the performance of our staff in caring for you. We may also combine medical information about many Agency clients to decide what additional services the Agency should offer, what services are not needed, and whether certain new treatments are effective. We may also disclose information to other Agency personnel for review and learning purposes.

Appointment Reminders

SPIRITT may use and disclose your PHI to contact you as a reminder that you have an

appointment for treatment or medical care at the Agency.

Treatment Alternatives and Health-Related Products and Services

SPIRITT may use and disclose your PHI to recommend possible treatment options or alternatives that may be of interest to you. Additionally, we may use and disclose PHI to tell you about health-related benefits or services that may be of interest to you (for example, Medi-Cal eligibility or Social Security benefits).

Individuals Involved in Your Care or Payment for Your Care

SPIRITT may disclose your PHI to a friend or family member who is involved in your medical care or payment related to your health care, provided that you agree to this disclosure, or we give you an opportunity to object to this disclosure. However, if you are not available or are unable to agree or object, we will use our professional judgment to decide whether this disclosure is in your best interest.

Disaster Relief Purposes

SPIRITT may disclose your PHI to an entity assisting in a disaster relief effort so that your family can be notified about your condition, status and location. We will give you the opportunity to agree to this disclosure or object to this disclosure, unless we decide that we need to disclose your PHI in order to respond to the emergency circumstances.

USE AND DISCLOSURE MEDICAL INFORMATION ABOUT YOU THAT DO NOT REQUIRE YOUR AUTHORIZATION

Research

SPIRITT may disclose your PHI to medical researchers who request it for approved

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medical research projects; however, such disclosures must be cleared through a special approval process before any PHI is disclosed to the researchers who will be required to safeguard the PHI they receive.

As Required by Law

SPIRITT will disclose your PHI when required to do so by federal, state or local law.

Worker's Compensation

SPIRITT may disclose your PHI for workers' compensation or similar Agencies. These Agencies provide benefits for work-related injuries or illness.

Public Health Risks

SPIRITT may disclose medical information about you for public health activities, such as those aimed at preventing or controlling disease, preventing injury or disability, and reporting the abuse or neglect of children, elders and dependent adults.

Agency Oversight Activities

SPIRITT may disclose your PHI to a qualified oversight agency for activities authorized by law. These oversight activities include, for example, audits, investigations, inspections, and licensure. These activities are necessary for the government to monitor the health care system, government agencies, and compliance with civil rights laws.

Lawsuits and Disputes

If you are involved in a lawsuit or a dispute, SPIRITT may disclose your PHI in response to a court or administrative order. SPIRITT may also disclose your PHI in response to a subpoena, discovery request, or other lawful process by someone else involved in the dispute, but only if efforts have been made to tell you about the request (which may

include written notice to you) or to obtain an order protecting the PHI requested.

Law Enforcement

SPIRITT may disclose PHI to government law enforcement agencies in the following circumstances: (1) In response to a court order, warrant, subpoena, summons or similar process issued by a court; (2) If a psychotherapist believes that it is likely that you present a serious danger of violence to another person; and (3) To report your discharge, if you were involuntarily detained after a peace officer initiated a 72-hour hold for evaluation and requested notification. In certain circumstances, if you have been admitted to a facility and have disappeared or been transferred.

Coroners, Medical Examiners and Funeral Directors

SPIRITT may release PHI to a coroner or medical examiner. This may be necessary, for example, to identify a deceased person or determine the cause of death. We may also release medical information about clients of the Agency to funeral directors as necessary to carry out their duties.

Specialize Government Functions

SPIRITT may disclose your PHI to authorized federal officials for intelligence, counterintelligence, and other national security activities authorized by law. SPIRITT may disclose your PHI to authorized federal officials so they may provide protection to the President, other authorized persons or foreign heads of state or conduct special investigations,

Other Uses of Your Medical Information

Other uses and disclosures of your PHI not covered by this Notice or the laws that apply to us will be made only with your written authorization, in writing, at any time. If you revoke your authorization, we will no longer

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use or disclose your PHI for the reasons covered by the authorization, except that, we are unable to take back any disclosures we have already made when the authorization was in effect, and we are required to retain our records of the care that we provided to you.

RIGHTS REGARDING YOUR PHI

You have the following rights regarding your PHI in our records:

Right to Inspect and Copy

With certain exceptions, you have the right to inspect and request a copy your PHI. Usually, this includes treatment and billing records. You must submit your request in writing to your case manager or the person in charge of your treatment. A form will be provided to you for this request. If you request a copy of your PHI, SPIRITT may charge a fee for the costs of copying, mailing or other supplies associated with your request.

SPIRITT may deny your request to inspect and request to copy records in certain circumstances. If you are denied the right to inspect and copy your PHI in our records, you may request that the denial be reviewed. With the exception of a few circumstances that are not subject to review, another licensed health care professional within SPIRITT, who was not involved in the denial, will review the decision. We will comply with the outcomes of the review.

Right to Request Amendment

If you feel that your PHI in our records is incorrect or incomplete, you may ask us to amend the information. You have the right to request an amendment for as long as SPIRITT keeps the PHI. To request an amendment, ask for a "Request to Amend Protected Health Information" form, and

complete and submit this form to your case manager or the person in charge of your treatment. In addition, you must provide a reason that supports your request. SPIRITT may deny your request for an amendment if it is not in writing or does not include a reason to support the request. In addition, SPIRITT may deny your request if you ask us to amend PHI that: 1) was not created by us, unless you can provide us with a reasonable basis to believe that the person or entity that created the PHI is no longer available to make the amendment; 2) Is not part of the PHI kept by or for the Agency; 3) Is not part of the PHI which you would be permitted to inspect and copy; or 4) Is accurate and complete.

Even if your request for amendment is denied, you have the right to submit a Statement of Disagreement form, with a description not to exceed 250 words, with respect to any item or statement in your record you believe is incomplete or incorrect. If you clearly indicate in writing that you want this form to be made part of your medical record, we will attach it to your records and include it whenever we make a disclosure of the item or statement you believe to be incomplete or incorrect.

Right to an Accounting Disclosures

You have the right to request an "accounting of disclosures." This is a list of the disclosures we made of your PHI other than our own uses for treatment, payment and health care operations, (as those functions are described above) and with other exceptions pursuant to the law. To request this list or accounting of disclosures, ask for a "Request for an Accounting of Disclosures" form, and complete and submit this form to your case manager or the person in charge of your treatment. Your request must state a time period that may not be longer than seven years. The first list you

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request within a 12-month period will be free. For additional lists, SPIRITT may charge you for the costs of providing the list. SPIRITT will notify you of the cost involved and you may choose to withdraw or modify your request at the time before any costs are incurred.

Right to Request Restrictions

You have the right to request that SPIRITT follow additional, special restrictions when using or disclosing your PHI for treatment, payment or health care operations. You also have the right to request that SPIRITT follow additional, special restrictions when using or disclosing your PHI to someone who is involved in your care or the payment for your health care, like a family member or friend. For example, you could ask that SPIRITT not use or disclose that you are receiving services at this Agency. **SPIRITT is not required to agree to your request.** If we do agree, we will comply with your request unless the information is needed to provide you emergency treatment. To request restrictions, ask for a “Request for Additional Restrictions of Use or Disclosure of Protected Health Information,” and complete and submit this form to your case manager or the person in charge of your treatment. In your request, you must tell us (1) what information you want to limit; (2) whether you want to limit our use, disclosure or both; and (3) to whom you want the limits to apply, for example, disclosures to your spouse

Right to Request Confidential Communications

You have the right to request that SPIRITT communicate with you about your appointments or other matters related to your treatment in a specific way or at a specific location. For example, you can ask that we only contact you at work or by mail. To request confidential communications, ask

for a “Request to Receive Confidential Communications by Alternative Means or at Alternative Locations” form, and complete and submit this form to your case manager or to the person in charge for your treatment. Your request must specify how or where you wish to be contacted. We will not ask you the reason for your request. We will accommodate all reasonable requests.

Right to a Paper Copy of This Notice

You have the right to a paper copy of this Notice. You may ask us to give you a copy of this Notice at any time. Even if you have agreed to receive this Notice electronically, you are still entitled to a paper copy of this Notice. To obtain a paper copy of this Notice, please contact your Treatment Team.

CHANGES TO THIS NOTICE

SPIRITT reserves the right to change the terms of this Notice. SPIRITT reserves the right to make the revised or changed Notice effective from medical information we already have about you as well as any information we receive in the future. SPIRITT will post a copy of the current Notice in the Agency. The Notice will contain on the first page the effective date. If we change our Notice, you may obtain a copy of the revised Notice from your Treatment Team.

COMPLAINTS

If you believe your privacy rights have been violated, you may file a complaint with us, Los Angeles County or the Feral Government. All complaints must be submitted in writing. **You will not be penalized or retaliated against for filing a complaint.**

To file a complaint with us, or if you have comments or questions regarding our privacy practices, contact:

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Connie Preciado-Gonzalez
HIPAA Compliance Officer,
SPIRITT Family Services,
2000 Tyler Avenue, South El Monte, CA
91733; (626) 442-1400.

To file a complaint with Los Angeles
County, contact:
Los Angeles County Chief Information
Office (LACCIO)
Chief Information Privacy Officer,
500 West Temple Street, Suite 493, Los
Angeles, CA 90012; (213) 974-2164; Email:
CIPO@cio.co.la.ca.us

To file a complaint with the Federal
Government, contact:
Region IX, Office for Civil Rights,
U.S. Department of Health and Human
Services
50 United Nations Plaza-Room 322
San Francisco, CA 94102
Voice Phone (415) 437-8310
FAX (415) 437-8329
TDD (415) 437-8311