

## NOTICE OF PRIVACY PRACTICES – BRIEF VERSION

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.

Northwest Neurobehavioral Institute (NNI) is dedicated to maintaining the privacy of your personal health information as part of providing professional care. NNI is required by law to keep your information private. These laws are complicated, but NNI is required to give you this important information. This pamphlet is a shorter version of the full, legally required NPP which is available to you upon request if you seek further disclosure of these laws. However, all possible situations cannot be covered so please speak with your therapist about any questions or problems. Your therapist will use your health information received from you or from others mainly to provide you with **treatment**, to arrange **payment** for services, and for some other business activities, which are called, in the law, health care **operations**. After you have read this NPP you will be asked to sign a **Consent Form** to let your therapist use and share your information. If you do not consent and sign this form, your therapist cannot treat you.

If you or your therapist wants to use or disclose (send, share, release) your information for any other purposes it will be discussed and you will be asked to sign an Authorization form to allow this. Of course your health information will be kept private but there are some times when the laws require your therapist to use or share it. For example:

1. When there is a serious threat to your health and safety or the health and safety of another individual or the public. Your therapist will only share information with a person or organization that is able to help prevent or reduce the threat.
2. Some lawsuits and legal or court proceedings.
3. If a law enforcement official requires your therapist to do so.
4. For Workers Compensation and similar benefit programs.

There are some other situations like these but which don't happen very often. They are described in the longer version of the NPP.

### *Your rights regarding your health information*

1. You can ask your therapist to communicate with you about your health and related issues in a particular way or at a certain place which is more private for you. For example, you can ask to be phoned at home and not at work to schedule or cancel an appointment. The staff and your therapist will make every attempt to do as you ask.

2. You have the right to ask your therapist to limit what is told to people involved in your care or the payment for your care, such as family members and friends. While your therapist doesn't have to agree to your request, if agreed, this agreement will be kept except if it is against the law, or in an emergency, or when the information is necessary to treat you.

3. You have the right to look at your health information such as your medical and billing records. You can even get a copy of these records but you may be charged. In some very rare situations you cannot see all of what is in your records, for example, if your therapist believes that seeing them would be emotionally damaging or cause danger to the life or safety of you or another. You will also not be allowed access to your records if your treatment was requested by a third party or part of a legal evaluation. Contact your therapist about arranging to see your records.

4. If you believe the information in your records is incorrect or missing important information, you can ask for some kinds of changes to be made (called amendments) to your health information. You must make this request in writing and send it to your therapist. You must explain the reasons you want to make the changes.

5. You have the right to a copy of this notice. If this NPP is changed, the new version will be posted in the waiting area and you can always get a copy of the NPP this office.

6. You have the right to file a complaint if you believe your privacy rights have been violated. You can file a complaint with your therapist and with the Secretary of the Department of Health and Human Services. All complaints must be in writing. Filing a complaint will not change the health care provided to you in any way.

If you have any questions regarding this notice or our health information privacy policies, please contact this office at the address and phone number below.

