

AA. Non-Violation of this Notice. The SFRC is not in violation of this Notice or the HIPAA Privacy Rule if any of its employees or its contractors (business associates) discloses health information under the following circumstances:

1) Disclosures by Whistleblowers. If an SFRC employee or business associate in good faith believes that the SFRC has engaged in conduct that is unlawful or otherwise violates clinical and professional standards or that the care or services provided by the SFRC has the potential of endangering one or more patients, members of the workplace, or the public and discloses such information to:

Public Health Authority or Health Oversight Authority authorized by law to investigate or otherwise oversee the relevant conduct or conditions, or the suspected violation, or an appropriate health care accreditation organization for the purpose of reporting the allegation of failure to meet professional standards or misconduct by the SFRC; or

An attorney on behalf of the workforce member, or contractor (business associate) or hired by the workforce member or contractor (business associate) for the purpose of determining their legal options regarding the suspected violation.

2) Disclosures by Workforce Member Crime Victims. Under certain circumstances, an SFRC workforce member (either an employee or contractor) who is a victim of a crime on or off the SFRC facility premises may disclose information about the suspect to law enforcement officials provided that:

The information disclosed is about the suspect who committed the criminal act.

The information disclosed is limited to identifying and locating the suspect.

BB. Any Other Uses and Disclosures. Most uses and disclosures of psychotherapy notes (where appropriate) require authorization from your clinician. Other uses and disclosures of PHI not listed in this Notice will be made only with your written authorization, which you may later revoke in writing at any time. Such revocation would not apply where the health information already has been disclosed or used or in circumstances where the IHS has taken action in reliance on your authorization or the authorization was obtained as a condition of obtaining insurance coverage and the insurer has a legal right to contest a claim under the policy or the policy itself.

#### **Rights under this Notice or to Request Information or Report a Problem**

To exercise your rights under this Notice, to ask for more information, or to report a problem contact the any Pine Hill Health Center Supervisor.

If you believe your privacy rights have been violated, you may file a written complaint with the above individuals or the Secretary, Department of Health and Human Services, Washington, D.C. 20201. There will be no retaliation for filing a complaint.

Effective Date: **August 01, 2024**

#### **42 CFR Part 2 : Confidentiality of Substance Use Disorder Records**

The confidentiality of alcohol and drug abuse patient records maintained by this program is protected by another Federal law as well, commonly referred to as the Alcohol and Other Drug (AOD) Confidentiality Law, 42 C.F.R. Part 2. Generally, the program may not say to a person outside the program that you attend the program, or disclose any information identifying you as an alcohol or drug abuser, or use or disclose any other protected health information except in limited circumstances as permitted by Federal law.

*Allow disclosure without consent only in limited cases:*

Medical emergency:

Your health information may be disclosed to medical personnel in a medical emergency, when there is an immediate threat to the health of an individual, and when immediate medical intervention is required.

Research/audit/evaluation:

Under certain circumstances, this office may use and disclose your protected health information for research purposes. For example, a research project may involve comparing the health and recovery of all patients who received one test or treatment to those who received another, for the same condition. All research projects, however, must be approved by an Institutional Review Board, or other privacy review board as permitted within the regulations, that has reviewed the research proposal and established protocols to ensure the privacy of your protected health information.

This program may disclose protected health information to regulatory agencies, funders, third-party payers, and peer review organizations that monitor alcohol and drug programs to ensure that the program is complying with regulatory mandates and is properly accounting for and disbursing funds received.

Qualified Service Organization Agreements:

Some or all of your protected health information may be subject to disclosure through contracts for services with qualified service organizations and/or business associates, outside of this program, that assist our program in providing health care. Examples of qualified service organizations and/or business associates include billing companies, data processing companies, or companies that provide administrative or specialty services. To protect your health information, we require these qualified service organizations and/or business associates to follow the same standards held by this program through terms detailed in a written agreement.



SFRC

# NOTICE OF PRIVACY PRACTICES

#### **SANTA FE RECOVERY CENTER**

Notice of Privacy Practices

“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.”

#### **SUMMARY OF YOUR PRIVACY RIGHTS**

A. Understand Your Medical Record/Information. Each time you visit an Indian Santa Fe Recovery Center (SFRC) facility for services, a record of your visit is made. If you are referred to another facility through SFRC also keeps a record of your visit. Typically, this record contains your symptoms, examination, test results, diagnoses, treatment, and a plan for future care. This information, often referred to as your medical record, serves as a:

- 1) Plan for your care and treatment.
- 2) Communication source between health care professionals.
- 3) Tool with which we can check results and continually work to improve the care we provide.
- 4) Means by which Medicare, Medicaid, or private insurance payers can verify the services billed.
- 5) Tool for education of health care professionals.
- 6) Source of information for public health authorities charged with improving the health of the people.
- 7) Source of data for medical research, facility planning, and marketing.
- 8) Legal document that describes the care you receive.

B. Understanding what is in your medical record and how the information is used helps you to:

- 1) Ensure its accuracy.
- 2) Better understand why others may review your health information.
- 3) Make an informed decision when authorizing disclosures.

C. Your Medical Record/Information Rights. Your medical record is the physical property of SFRC, but the information belongs to you. You have the right to:

- 1) Inspect and receive a paper or electronic copy of your health information when allowable by law.
- 2) Receive notification of a breach of your unsecured protected health information.
- 3) Request a restriction on certain uses and disclosures of your health information to include certain disclosures of protected health information to your health plan. The SFRC is not required to agree to the requested restriction except when the disclosure would be for the purpose of carrying out payment or health care operations and is not otherwise required by law and the PHI relates solely to a health care item or service for which the individual, or person other than the health plan on behalf of the individual, has paid the covered entity in full.

- 4) Request a correction or amendment to your health information. The SFRC may amend your record or include your Statement of Disagreement.
  - 5) Request confidential communications about your health information.
  - 6) Request and obtain a listing of certain disclosures the SFRC has made of your health information.
  - 7) Revoke your written authorization to use or disclose health information.
  - 8) Request and obtain a paper or electronic copy of the IHS Notice of Privacy Practices
  - 9) Request and obtain a paper or electronic copy of the patient's medical record from [gchavez@sfrecovery.org](mailto:gchavez@sfrecovery.org)
- D. Santa Fe Recovery Center Responsibilities. The SFRC understands that health information about you is personal and is committed to protecting your health information. The SFRC is required by law to:

Maintain the privacy of your health information.

Inform you about our privacy practices regarding health information we collect and maintain about you.

Notify you if we do not agree to a requested restriction.

- 1) Notify you of our decision regarding a request for correction or amendment.
- 2) Accommodate reasonable requests you may have to communicate health information by alternate means or to an alternate location.
- 3) Promptly notify you of a breach of unsecured protected health information (PHI).
- 4) Honor the terms of this Notice or any subsequent revisions of this notice.

#### REVISED NOTICE OF PRIVACY PRACTICES

The Santa Fe Recovery Center (SFRC) reserves the right to change its privacy practices and to make the new provisions effective for all PHI it maintains. The SFRC will post any revised Notice of Privacy Practices at public places within its facilities and on the SFRC web site at:

<https://www.sfrecovery.org>

How the SFRC may use and disclose health information about you. The SFRC will not use or disclose your health information without your permission, except as described in this Notice and as permitted by the HHS Privacy Act regulations, the Health Insurance Portability and Accountability Act (HIPAA) Privacy Rule, Genetic Information Nondiscrimination Act (GINA) of 2008, and 42CFR part 2. The following categories describe how we may use and/or disclose your health information.

A. Treatment. We will use and/or disclose your health information to provide your treatment. For example:

- 1) Your personal information will be recorded in your medical record and used to determine the course of treatment for you. Your health care provider will document in your medical record their instructions to members of your healthcare team. The actions taken and the observations made by the members of your healthcare team will be record-ed in your medical record so your health care provider will know how you are responding to treatment.
- 2) If you are referred or transferred to another facility or provider for further care and treatment, the SFRC may disclose information to that facility or provider to enable them to know the extent of treatment you have received and other information about your condition.
- 3) Your health care provider(s) may give copies of your health information to others, including health care professionals or personal representatives, to assist in your treatment.

B. Payment Purposes. We will use and disclose your health information for payment purposes. For example:

- 1) If you have private insurance, Medicare, or Medicaid, a bill will be sent to your health plan for payment. The information on or accompanying the bill will include information that identifies you, as well as your diagnosis, procedures, and supplies used for your treatment.

- 2) If you are referred to another health care provider the SFRC may disclose your health information to that provider for health care payment purposes.

C. Health Care Operations. We will use and disclose your health information for health care operations. For example:

- 1) We may use your health information to evaluate your care and treatment outcomes with our quality improvement team. This information will be used to continually improve the quality and effectiveness of the services we provide.

D. Health Information Exchange (HIE). The SFRC HIE may make your health information available electronically through an information exchange network to other providers involved in your care who request your electronic health information. Participation in the national eHealth Exchange network is voluntary. If you want your health information to be accessible to authorized health care providers through the SFRC HIE to the national eHealth Exchange, you must authorize this use and disclosure.

E. Personal Health Record. The Personal Health Record (PHR) is a secure web based application that provides patient access to their health care information. The PHR is accessible to any patient who receives care at an SFRC facility and requests a PHR account.

F. Direct. The SFRC may share your health information between providers and between healthcare providers, patients and/or patients' authorized representatives, using the DIRECT secure, web-based messaging service.

G. Business Associates. The SFRC provides some healthcare services and related functions through the use of contracts with business associates. For example, the SFRC may have contracts for medical transcription. When these services are contracted, the SFRC may disclose your health information to business associates so that they can perform their jobs. The SFRC requires our business associates to protect and safeguard your health information in accordance with applicable Federal laws.

H. Directory. If you are admitted to an SFRC inpatient facility, the SFRC may use your name, general condition, and location within our facility, for facility directory purposes, unless you notify us that you object to this information being listed.

I. Notification. The SFRC may use or disclose your health information to notify or assist in the notification of a family member, personal representative, or other authorized person(s) responsible for your care, unless you notify us that you object.

J. Communication with Family. All SFRC health providers may use or disclose your health information to others involved with and/or responsible for your care unless you object. For example, the SFRC may provide your family members, other relatives, close personal friends, or any other person you identify, with health information that is relevant to that person's involvement with your care or payment for such care.

K. Adults and Emancipated Minors with Personal Representatives. The SFRC may disclose health information to a personal representative of an individual who has been declared incompetent due to physical or mental incapacity or competent jurisdiction.

L. Interpreters. In order to provide you proper care and services, the SFRC may use the services of an interpreter. This may require the disclosure of your health information to the interpreter.

M. Research. The SFRC may use or disclose your health information for research purposes when approved by an Institutional Review Board (IRB) that has reviewed the research proposal and established protocols to ensure the privacy of your health information. The SFRC may also use or disclose your health information for non-IRB approved research purposes based on your written authorization.

N. Organ Procurement Organizations. The SFRC may use or disclose your health information to organ procurement organizations or other entities engaged in the procurement, banking, or transplantation of organs for the purpose of facilitating organ, eye, or tissue donation and transplant.

O. Uses and Disclosures about Decedents. The SFRC may use or disclose health information about decedents to a coroner or medical examiner for the purpose of identifying a deceased person, determining a cause of death, or other duties as authorized by law. The SFRC also may disclose health information to funeral directors consistent with applicable law as necessary to carry out their duties. In addition, the SFRC may disclose health information about decedents where required under the Freedom of Information Act or otherwise required by law.

P. Treatment Alternatives and Other Health Related Benefits and Services. The SFRC may contact you to provide information about treatment alternatives or other types of health related benefits and services that may be of interest to you. For example, we may contact you about the availability of new treatment or services for diabetes.

Q. Food and Drug Administration. The SFRC may disclose your health information to the Food and Drug Administration (FDA) in connection with a FDA regulated product or activity. For example, we may disclose to the FDA information concerning adverse events involving food, dietary supplements, product defects or problems, and information needed to track FDA regulated products or to conduct product recalls, repairs, replacements, or lookbacks (including locating people who have received products that have been re-called or withdrawn), or post-marketing surveillance.

R. Appointment Reminders. The SFRC may contact you with a reminder that you have an appointment for medical care at an SFRC facility or to advise you of a missed appointment.

S. Workers Compensation. The SFRC may disclose your health information for workers compensation purposes as authorized or required by law.

T. Public Health. The SFRC may use or disclose your health information to public health or other appropriate government authorities (Federal, State, local or Tribal) as follows:

- 1) To government authorities that are authorized by law to collect or receive such information for the purpose of preventing or controlling disease, injury, or disability, or conducting public health surveillance, investigations, and interventions;
- 2) To government authorities that are authorized by law to receive reports of child abuse or neglect, and
- 3) To government authorities that are authorized by law to receive reports of other abuse, neglect, or domestic violence, or as authorized by law if the SFRC believes it is necessary to prevent serious harm. Where authorized by law, the SFRC may disclose your health information to an individual who may have been exposed to a communicable disease or may otherwise be at risk of contracting or spreading a disease or condition. In some situations or if necessary to prevent or lessen a serious and imminent threat to the health and safety of an individual or the public), the SFRC may disclose to your employer health information concerning a work related illness or injury or a workplace related medical surveillance. (for example, if you are employed by IHS or another component of the Department of Health and Human Services (HHS))

U. Correctional Institution. If you are an inmate of a correctional institution, the SFRC may disclose to the institution, health information necessary for your health and the health and safety of other individuals such as officers, employees, or other inmates.

V. Law Enforcement. The SFRC may disclose your health information for law enforcement activities as authorized by law or in response to an order of a court of competent jurisdiction.

W. Health Oversight Authorities. The SFRC may disclose your health information to health oversight agencies for activities authorized by law. These oversight activities may include: investigations, audits, inspections, and other actions. These are necessary for the government to monitor the health care system, government benefit programs, and entities subject to government regulatory programs and/or civil rights laws for which health information is necessary to determine compliance. The SFRC is required by law to disclose health information to the Secretary, HHS to investigate or deter-mine compliance with the HIPAA privacy standards.

X. Members of the Military. If you are a member of the military services, the SFRC may disclose your health information if necessary to the appropriate military command authorities as authorized by law.

Z. Required by Law. The SFRC may use or disclose health information to the extent that such use or disclosure is required by law and the use or disclosure complies with and is limited to the relevant requirements of such law.