

The Larrabee Center, Inc.

Notice of Privacy Practices

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

II. The Larrabee Center, Inc. has a legal duty to safeguard Protected Health Information (PHI).

The Larrabee Center, Inc. is legally required to protect the privacy of health information. This information is called “protected health information,” or “PHI” for short, and it includes information we receive or create that can be used to identify a client through past, present or future health or conditions, the provision of healthcare to the client, or the payment of this healthcare. We are providing this notice to clients, as well as trading partners, business associates, and other covered entities to explain how, when, and why we use and disclose PHI. With some exceptions, we may not use or disclose any more PHI than is necessary to accomplish the purpose of the use or disclosure. We are legally required to follow the privacy practices that are described in this notice.

However, The Larrabee Center, Inc. reserves the right to change the terms of this notice and our privacy practices at any time. Any changes will apply to the PHI we already have. Before we make any important change to our policies, we will promptly change this notice and post a new notice in the business office as well as each program site’s office area. You may also request a copy at any time by calling the Compliance Officer at (319) 352-2234.

III. How we may use and disclose Protected Health Information.

The Larrabee Center, Inc. uses and discloses health information for many different reasons. Following are the different categories of our uses and disclosures and at least one example for each category.

A. We may use and disclose PHI for the following reasons.

1. *To provide treatment.*

- The Larrabee Center, Inc. staff may share information regarding your ISP, services, or medical related information with each other to provide appropriate service.
- The Larrabee Center, Inc. staff may discuss information such as your TLC services, ISP, or medical related information with your physician, psychiatrist, case manager, or counselor to coordinate care.

2. *To obtain payment for treatment.*

- The Larrabee Center, Inc. business office submits electronic and paper claims for service provided to you to the party responsible for funding. Those claims may include: your name, address, social security number, insurance policy number, diagnoses, dates of service, and services provided. When you pay for your services in full, we will not notify your insurance company of care if you request it in writing.

3. *For healthcare operations.*

- The Larrabee Center, Inc. staff will have access to PHI in order to perform our own internal operations.
- The Larrabee Center, Inc. staff may contact you to remind you of ISP meetings or appointments or to discuss possible alternative service options.

- The Larrabee Center, Inc. does not use or disclose PHI for fundraising purposes.
- Business Associates may have access to PHI, in order to carry out services we have contracted them to complete. They are required to safeguard your PHI.
- The Larrabee Center, Inc. may also provide PHI to our attorneys, consultants, and others in order to make sure we are complying with the laws that affect us.

B. The Larrabee Center, Inc. may use and disclose PHI for other purposes, without your authorization in the following situations.

- When a disclosure is required by federal, state or local law, judicial or administrative proceedings, law enforcement or a correctional institution.
- In the interest of public health and safety.
- To report suspected abuse.
- For national security purposes or intelligence operations.
- For health oversight activities.
- For organ/tissue donation (if a donor) to facilitate donation and transplantation;
- To coroners, medical examiners, and funeral directors so they may complete their duties;
- For military and veterans (if in armed forces) as required by military authorities;
- For specifically authorized research.
- To comply with laws related to Workers Compensation.

C. All other uses and disclosures require prior written authorization.

In any other situation not described in sections IIIA or IIIB above, including marketing, The Larrabee Center, Inc. will ask for written authorization before using or disclosing PHI. This authorization will be specific as to recipient and content with a time limit. The authorization will be voluntary in nature and may be revoked in writing to stop any future uses or disclosures. Mental Health, Substance abuse, or HIV information will not be released without a separate written authorization.

IV. Rights regarding PHI

Clients of The Larrabee Center, Inc. have the following rights regarding PHI.

A. The right to request limits on uses and disclosures of PHI.

You have the right to ask The Larrabee Center, Inc. to limit how we use and disclose your PHI. Your request must be in writing. We will consider your request, but are not legally required to accept it. If we accept your request, we will put any limits in writing and abide by them except in emergency situations. You may not limit the uses and disclosures that we are legally required or allowed to make.

B. The right to choose how we send PHI to you.

You may request that you receive confidential communication of PHI. You have the right to ask that we send information to you at an alternate address or by alternate means. Your request must be in writing and we must agree to your request so long as we can easily provide it in the format you requested.

C. The right to see and get copies of your PHI.

In most cases, you have the right to look at or get copies of your PHI, including electronic PHI, that we may have. You will be asked to sign a written authorization to release information to yourself. You may be charged for copying and time to prepare summaries or accessible formats. If The Larrabee Center, Inc. does not have your PHI, but knows who does, we will tell you how to get it. If a request is made for PHI, we will respond to you within 30 days after receiving your

written request. In certain situations, we may deny your request. If we do, we will tell you, in writing, our reasons for the denial and explain your right to have the denial reviewed.

D. The right to request changes to your PHI.

If, after review of your PHI, you do not agree with the content, you may request that it be changed. Your request must be made in writing and contain reasons to support a change. We will respond to your request in 60 days in writing, either granting or denying the requested changes. If your request is denied, you will receive the reasons in writing and be given the opportunity to have written statement of disagreement incorporated into the PHI. Any further disclosures will include either the changes, or all of the documentation regarding the requested change.

E. The right to get a list of the disclosures we have made.

You have a right to get a list of instances in which we have disclosed your PHI. Your request must be made in writing. The list will not include allowed uses or disclosures, relating to treatment, payment, or healthcare operations. The list also will not include uses or disclosures made for national security purposes, to corrections or law enforcement personnel, or any disclosures made before April 14, 2003. The list also may not include uses and disclosures made in compliance with the law as stated in section IIIB. You also have the right to be notified of a breach of unsecured PHI.

F. The right to request a paper copy of this notice.

The law requires that The Larrabee Center, Inc. provide a notice of its legal duties and privacy practices, to abide by the terms of this notice and to provide individuals with notice revisions.

V. For more information or to file a complaint.

If you have questions or would like more information, you may contact The Larrabee Center's Compliance Officer at (319) 352-2234.

If you think The Larrabee Center, Inc. may have violated your privacy rights, or you disagree with a decision we made about access to your PHI, you may file a written complaint with:

Bonnie Gesell, Compliance Officer
The Larrabee Center, Inc.
117 11th St. NW
Waverly, IA 50677-0155
(319) 352-2234

You may also write to the U.S. Department of Health and Human Services. We will not take retaliatory action against you if you file a complaint about our privacy practices.

VI. Effective date of this notice.

This notice is effective April 14, 2003. Revised September 20, 2013.

**ACKNOWLEDGEMENT OF RECEIPT OF
THE LARRABEE CENTER, INC.
PRIVACY PRACTICES**

I have received a copy of The Larrabee Center's Privacy Practices.

I have read or someone has read to me The Larrabee Center's Privacy Practices and I understand that if I have questions or concerns, I may contact The Larrabee Center's Compliance Officer at (319) 352-2234.

Signature of Client or Client's Legal Guardian

Date

Client's Date of Birth

Client's Medicaid # if applies

Signature of The Larrabee Center, Inc. staff

Date