

Notice of Privacy Practices

Summary of Notice

THIS NOTICE DESCRIBES HOW MEDICAL INFORMATION ABOUT YOU MAY BE USED AND DISCLOSED AND HOW YOU CAN GET ACCESS TO THIS INFORMATION

Please Review Carefully

Federal law, commonly called HIPAA, requires that we describe for you our medical privacy practices and your rights as a client under the law.

This brochure is a summary of the complete notice that has been made available to you, is posted in the waiting room, and is available on our website.

If you have any concerns about your medical privacy please call us at 954.370.2140.

How we may use your personal medical information.

Jewish Family Service creates and receives medical information about you as part of your care. This information is called protected health information, or PHI. It is personal and private. We may use this information in many ways. We release only the information necessary to accomplish a task.

First, we use the information when we treat you or refer you for treatment. We may communicate with other professionals and referral agencies.

Second, we may use the information to submit bills for your medical care to insurers, Medicare, or third party payers.

Finally, we may use this information for our health care operations. This means the work we must do to provide quality services to you and all of our clients.

We will seek your authorization when state or federal law requires it.

We may use PHI without your permission for the following reasons:

- As required by state or federal law.
- For public health purposes, such as reporting child or elder abuse, or if you are a danger to yourself or to others.
- To treat you in an emergency.
- To inform you of alternative treatments.
- When ordered by a regulatory agency, such as Health and Human Services.
- For law enforcement purposes or in response to a court order.
- For agencies involved in a disaster situation.
- To communicate with coroners, medical examiners, and funeral homes when necessary.
- To communicate with federal officials involved in security activities authorized by law.
- To communicate with correctional officials if you are an inmate.
- To carry out treatment and billing operations through a billing operation through billing or transcription service.

Your authorization is required for other disclosures.

The following PHI receives special protections under federal and/or State law.

- Psychotherapy Notes are kept separate from the medical record and receive special protection.
- Psychotherapy notes exclude medication prescription and monitoring, counseling session start and stop times, the modalities and frequencies of treatment furnished, results of clinical tests, and any summary of the following items: diagnosis, functional status, treatment plan, symptoms, prognosis, and progress to date.
- Alcohol and drug abuse information has special privacy protections. Jewish Family Service will not disclose any information identifying an individual as being a client or provide any mental health or medical information relating to a client's substance abuse treatment unless: 1) the client consents in writing; 2) a court order requires disclosure of the information; 3) medical personnel need the information to meet a medical emergency; 4) qualified personnel use the information for the purpose of conducting research, management audits, or program evaluation; or 5) it is necessary to report a crime or a threat to commit a crime or to report abuse or neglect as required by law

Your right to access and control your PHI.

You have the following rights regarding your protected health information (PHI), provided that you make a written request...

- Right to request restrictions.** You may request limitations on your mental health information we may disclose, but we are not required to agree to your request.
- Right to confidential communications.** You may request communications in a certain way or a certain location, but you must specify how or where you wish to be contacted.
- Right to inspect and copy.** You have the right to inspect and copy your mental health information regarding decisions about your care; however, psychotherapy notes may not be inspected and copied, although we may provide a summary. We may charge a fee for copying, mailing and supplies.
- Right to request clarification of the record.** If you believe that the PHI we have about you is inaccurate you may ask to add clarifying information. We are not required to accept the information that you propose.
- Right to accounting of disclosure.** You may request a list of the disclosures of your mental health information that have been made to entities other than for routine treatment, payment, or health care operations.
- Right to a copy of this Notice.** You may request a paper copy of the full Notice at any time.

Complaints

If you believe your privacy rights have been violated, you may file a complaint with us or with the Dept. of Health and Human Services at 1-877-696-6775.

You will not be penalized or retaliated against in any way for making a complaint.

We are required to provide you with this Notice that governs our privacy practices. We will provide any forms necessary to enforce your rights.

Florida Statutes. Florida statutorily grants clients the right of access to medical records maintained by health care practitioners. The disclosure of client information by providers is generally prohibited without the clients consent, subject to specified exceptions. Florida also has numerous laws protecting the confidentiality of health information held by a variety of entities and government agencies.