



NOTICE OF PRIVACY RIGHTS

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

If you need this letter in another language, large print or tapes please call FBH at 303-432-5955 or 1-866-249-1959 (outside Denver).

Si usted necesita este documento en español, letras grandes, o en un cassette, por favor llame al 303.432.5955 o al 1-866.249.1959.

FOOTHILLS BEHAVIORAL HEALTH'S (FBH) PLEDGE TO YOU ABOUT OUR MEDICAL FILES:

FBH must share information about you with health care providers. FBH knows the information we get from you is private. As of April 14, 2003, FBH must comply with the new Federal laws to protect your information under the Health Insurance Portability and Accountability Act (HIPAA). The information FBH gets and keeps private about you is called "Protected Health Information" or PHI. PHI may be your name, age, social security number, or even mental health information.

Under the new law, this Notice of Privacy Rights will tell you how FBH may use or share your PHI so you get mental health care.

FBH may make changes in its privacy practices. FBH reserves the right to apply any changes in its privacy practices to all PHI kept by FBH. If FBH changes its privacy practices, you will be mailed a new notice. FBH will also put these changes on its web site (www.fbhcolorado.org) as well as at its offices. You may call FBH and request a copy of the privacy notice.

FBH MAY USE AND SHARE YOUR PHI WITHOUT YOUR AUTHORIZATION:

For treatment - FBH may use or share your PHI with your doctor or others who give you health care. For example, FBH will share your PHI so that mental health care is given to you.

For payment - FBH may use and share your PHI to pay for the health care you got from an FBH provider. For example, your doctor will send in PHI about you so that FBH can pay for services.

For health care operations - FBH may use and share your information to make sure you receive good mental health care. For example, FBH uses PHI to review hospital and doctor records to see if you received good health care.

OTHER WAYS FBH CAN USE OR SHARE YOUR PHI WITHOUT YOUR AUTHORIZATION:

To keep you informed - FBH may use or share your PHI to mail you information about FBH programs, remind you of appointments, treatment ideas, and FBH HMO choices in your area.

Public health - FBH may use or share your PHI with public health agencies to prevent the spread of diseases.

Health review reasons - FBH may use and share your PHI with the government agencies who watch over the health care services FBH gives you.

Legal reasons - FBH may use and share your PHI as required under law, for involuntary treatment or to report crime.

Fraud or abuse - FBH may be required to use and share your PHI if needed for an investigation of fraud and/or abuse.

For other government programs - FBH may use or disclose your PHI for benefits under government programs, for example, to see if you have Medicaid benefits.

To avoid harm - FBH may use or share your PHI with law enforcement so no harm comes to you or others (public safety).

For research - FBH may use and share your PHI for a research project that has been approved by a review board. The project must keep your PHI private.

For coroners, funeral directors, medical examiners and if you are an organ donor - FBH may use or share your PHI to let the above people do their job.

Workers compensation - FBH may use and share your PHI with programs that give benefits for work related injuries.

Correctional institutes - FBH may use or share your PHI with these places for the purposes of health and safety.

Business associates - FBH may use or share your PHI with contractors who agree to our privacy practices.

Family members – FBH may use or share your PHI in certain situations.

IF FBH SHARES YOUR PHI IN OTHER WAYS, WE NEED YOUR WRITTEN AUTHORIZATION

FBH will ask your written permission to use your PHI in other ways. If you give us your written authorization and then change your mind or decide to cancel it, you must let FBH know in writing.

YOUR RIGHTS TO HEALTH INFORMATION PRIVACY

You may see and get copies of your FBH records - FBH may charge you to make the copies. You must make this request in writing to FBH. There are some limits to this right and you will not receive information prepared for use in a civil, criminal or administrative legal action.

You may change or add information - You have the right to send in a written request to change wrong or missing PHI. You must tell FBH why you want to do this. FBH may deny your request in certain cases.

You may ask to whom FBH has sent your PHI – With some limits, you have the right to know to whom FBH has sent your PHI. Your request must be sent to FBH in writing.

You may ask FBH to communicate with you privately - You can ask FBH to communicate with you in a different way or place to keep your PHI private.

You may ask FBH not to share your PHI - You may ask FBH not to share your PHI (except for treatment, payment or health care operations). The law says FBH does not have to agree to do this.

WHAT FBH MUST DO:

FBH must keep your PHI private according to the privacy laws.

FBH must tell you how your PHI is kept private.

FBH must give you this notice.

FBH must comply with the privacy law.

HOW TO FILE A PHI COMPLAINT:

If you think you have a complaint you must write a letter to:

Foothills Behavioral Health, 9101 Harlan Street, #100, Westminster, CO 80031

You may also file a Complaint with the Secretary of Health and Human Services by writing:

Secretary of the U.S. Department of Health and Human Services

Office of Civil Rights

200 Independence Ave, SW Room 515F HHH Building

Washington, D.C. 20201

FBH CANNOT TAKE AWAY YOUR BENEFITS OR RETALIATE AGAINST YOU IF YOU FILE A COMPLAINT. Need more Information? You may contact the FBH Privacy Officer at phone number 303-432-5957.

Foothills Behavioral Health Privacy Notice dated 2-14-05.