

Villa Kali Ma

HIPAA

Privacy Notice and Policies

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. This notice is effective as of April 15, 2003.

Treatment, payment and health care operations:

Villa Kali Ma uses and discloses your protected health information for treatment, payment, and health care operations. Some examples of when our office may use or disclose your health care information for these purposes include:

- Sharing test results with other health care providers for confirmation of a diagnosis;
- Providing your diagnosis or other information about your health to your insurance provider or our billing service to obtain payment for the health care services we provide;
- Reviewing information as part of our quality improvement program.

Other uses and disclosures:

Villa Kali Ma may also use or disclose your protected health information, in compliance with guidelines outlined by law, for the following purposes:

- Providing you with information related to your health;
- Contacting you regarding appointments, information about treatment alternatives, or other health related services;
- Incidental uses or disclosures (e.g., listing your name on a sign-in sheet, etc.);
- Compliance with all laws (including reports of suspected abuse, neglect or violence);
- Crime or threat of crime committed while at Villa Kali Ma or toward any person employed by Villa Kali Ma
- Providing certain specified information to law enforcement or correctional institutions;
- Providing information to a coroner, medical examiner, funeral director or organ procurement organization;
- Public health activities when requested by a public health authority or the FDA. Responding to health oversight agencies;
- Responding to court or administrative tribunal orders, subpoenas, discovery requests or other lawful process;
- Research activities;
- When necessary to avert a serious threat to health or safety;
- Military affairs, veterans affairs, national security, intelligence, Department of State, or presidential protective service activities;
- Providing information to public or private disaster relief agencies; or Information to a family member, other relative, or close personal friend when: notification of your location, general condition or death; to assist in your health care (e.g. pick-up prescriptions or other documents, note follow-up care instructions, etc.)

Authorization for other uses: Villa Kali Ma will make other uses and disclosure of your protected health information only after obtaining your written authorization. If you authorize a use not contained in this notice, you may revoke your authorization at any time, by notifying us in writing that you wish to revoke your authorization.

Your rights regarding the privacy of your health information: Subject to limitations outlined by law, you have certain rights related to use and disclosure of your protected health information, including the right to:

- Request restrictions on certain uses and disclosures. However, Villa Kali Ma is not obligated to agree to requested restrictions;
- Receive confidential communications or protected health information;
- Inspect and copy your protected health information with some limited exceptions;
- Amend your health information;
- Receive an accounting of disclosures of your health information;
- Obtain a copy of this notice.

Villa Kali Ma duties regarding the privacy of your health information:

Subject to limitations outlined by law, Villa Kali Ma has certain duties related to your protected health information, including:

- Villa Kali Ma is required by law to maintain the privacy of protected health information and to provide individuals with notice of our legal duties and privacy practices with respect to protected health information.
- Villa Kali Ma is required to abide by the terms of the privacy notice that is currently in effect.
- Villa Kali Ma reserves the right to change a privacy practice described in this notice and to make such change effective for all protected health information. Revised notice will be posted in our office and available upon request.

Concerns:

If you believe your privacy rights have been violated, you may make a complaint by contacting the Executive Director, Kay White, _____ or the Secretary for the Department of Health and Human Services. No individual will be retaliated against for filing a complaint.

Villa Kali Ma

Personal Rights

In accordance with Title 9, Chapter 4, Section 10569, of the California Code of Regulations, each person receiving services from a residential alcoholism or drug abuse recovery or treatment facility shall have rights which include, but are not limited to, the following:

- *The right to confidentiality as provided for in Title 42, Section 2.1 through 2.67-1, Code of Federal Regulations.*
- *To be accorded dignity in personal relationships with staff and other individuals.*
- *To be accorded safe, healthful, and comfortable accommodations to meet his or her needs.*
- *To be free from intellectual, emotional and/or physical abuse.*
- *To be informed by the licensee of the provisions of law regarding complaints including, but not limited to, the address and telephone number of the Department of Health Care Services.*
- *To be free to attend religious services or activities of his or her choice and to have visits from a spiritual advisor provided that these services or activities do not conflict with facility/program requirements. Participation in religious services will be voluntary only.*

COMPLAINTS

In accordance with Title 9, Chapter 4, Section 10541(a), of the California Code of Regulations, any individual may request an inspection of an alcoholism or drug abuse recovery or treatment facility. Complaints should be directed to:

**Department of Health Care Services
Licensing and Certification Branch, MS 2600
PO Box 997413 MS 2600
Sacramento, CA 95899-7413
Attention: Complaint Coordinator
(877) 685-8333 FAX (916) 322-2658
TDD: (916) 445-1942**