



## **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.

Ashley Behavioral Health and Wellness and the clinicians who participate in your care here are committed to your personal well-being. Protecting the privacy and security of the information you share with us is included in this commitment. While we do not sell or trade any information to third parties, we do share information with entities such as your insurance company and quality review organizations such as The Joint Commission as part of our routine and necessary business operations. We do this with the utmost care and sensibility.

This Notice is being provided to you to explain how your personal healthcare information is used, and to explain your right to review amend and/or request limitations on the disclosure of your medical information.

### Definitions:

Disclosure means the release, transfer, provision of access to, or divulging in any other manner of information outside the entity holding the information.

Healthcare means care or service related to the health of an individual. Healthcare includes, but is not limited to, diagnostic, therapeutic, rehabilitative care and/or the sale or dispensing of a drug, equipment, or other item in accordance with a prescription.

Protected Health Information means any individually identifiable health information, whether oral or recorded in any form, which is created and relates to the past, present, or future physical or mental health, condition or care of an individual.

### I. Your Rights to Privacy and Disclosure

You have the right to request restriction of uses and disclosures of your Protected Health Information (“PHI”) as outlined below. However, there are some instances where Ashley Behavioral Health and Wellness is not required to agree to a requested restriction.

At the time you initially receive service at Ashley Behavioral Health and Wellness, you may request that Ashley restrict the use or disclosure of your protected health information to carry out treatment, payment, or healthcare operations. To request a restriction on the use or disclosure of

your information, you will complete your releases with Ashley Behavioral Health and Wellness staff. These releases will say that you want to restrict the release of all or part of your information.

You can request to receive confidential communications concerning your health information. To receive your information confidentially, contact your counselor at any time during your treatment and direct them to how and where you wish to receive your information.

You can obtain a copy of your protected health information/medical record, unless otherwise protected by law. Prior to discharging contact your counselor to make this request. Post discharge you can contact the program manager to make the request.

You can request an amendment to your protected health information by contacting your counselor. We cannot destroy or otherwise remove the original information, but you may add/ amend information in your record pursuant to Ashley Behavioral Health and Wellness' policy.

Individually identifiable health information is frequently shared with the following types of entities for purposes related to the function and operation of a healthcare facility.

Consulting Physicians      Health Insurance Companies      State/Federal Agencies

Managed Care Organizations      Health Benefit Managers      Clinical Laboratories

<p><b>For more information about our Privacy Practices, please contact:</b></p> <p><b>Privacy Officer Ashley Addiction Treatment 800 Tydings Lane Havre de Grace, MD 21078 410.273.2250</b></p>	<p><b>For more information about HIPAA or to file a complaint:</b></p> <p><b>The U.S. Department of Health &amp; Human Services Office of Civil Rights 200 Independence Avenue, SW Washington, D.C. 20201</b></p>
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You have the right to file a formal, written complaint with us at the address below, or with the Department of Health and Human Services, Office of Civil Rights, in the event you feel your privacy rights have been violated. We will not retaliate against you for filing a complaint.