



Privacy Practices Policy

SUMMARY

This Privacy Practices Policy describes how Deborah's Place staff may use and disclose Personal Health Information (PHI) in voluntary compliance with law, including the Health Insurance Portability and Accountability Act ("HIPAA"), regulations promulgated under HIPAA including the HIPAA Privacy and Security Rules, and Chapter 2 of the Illinois Mental Health & Developmental Disability code [405 ILCS 5]. It also describes rights regarding how residents may gain access to and control their own PHI.

HOW DEBORAH'S PLACE MAY USE AND DISCLOSE HEALTH INFORMATION ABOUT RESIDENTS

Deborah's Place may disclose information regarding residents as necessary within the organization or with resident authorization for purposes of coordinating resident services, treatment or healthcare, or as required for payment of Deborah's Place for services. Deborah's Place may only disclose resident information to those outside of Deborah's Place with resident authorization, unless in the exceptions stated below.

EXCEPTIONS TO RESTRICTIONS ON DISCLOSURE OF INFORMATION

There are circumstances when Deborah's Place may disclose resident information without that resident's authorization in some cases that fall under the following categories. Please see full policy for details.

- **Child Abuse or Neglect**
- **Court Order or Subpoena**
- **Deceased Residents**
- **Medical Emergencies**
- **Family/Close Friend Involvement in Services or Care**
- **Health and Funder Oversight**
- **Law Enforcement**
- **National Security**
- **Public Health**
- **Public Safety**
- **Research** (with resident authorization)
- **With Permission** (usually written; in some cases documented verbal permission will suffice)

RESIDENT RIGHTS REGARDING THEIR OWN PHI

Deborah's Place residents have rights to view their own PHI. To exercise any of these rights, a request must be submitted in writing to Deborah's Place's Privacy Officer, the Deborah's Place Clinical Services Director.

COMPLAINTS

If a resident believes Deborah's Place has violated privacy rights, that resident has the right to file a complaint in writing with the Privacy Officer, the Deborah's Place Clinical Services Director, or with the Secretary of Health and Human Services at 200 Independence Avenue, S.W. Washington, D.C. 20201 or by calling (202) 619-0257. **Deborah's Place will not retaliate against a resident for filing a complaint.**

The effective date of this Notice is July 2017.