



NOTICE OF PRIVACY PRACTICES

THIS NOTICE DESCRIBES HOW MEDICAL AND SUBSTANCE USE DISORDER RELATED INFORMATION ABOUT YOU MAY BE USED AND DISCLOSED AND HOW YOU CAN GET ACCESS TO THIS INFORMATION. PLEASE REVIEW IT CAREFULLY.

Olalla Recovery Centers (ORC) will use your information for the delivery and payment of treatment services. If needed, and with permission, we may share information as directed to other healthcare providers or other named entities as requested. We may use your information internally for process improvement and statistical analysis.

We are allowed, and in some circumstances, required to share you information in other ways – such as public health and research. We are bound to meet the conditions of the law, especially federal confidentiality laws regarding substance use disorders, before we can share your information for these purposes. For more information, please see: www.hhs.gov/ocr/privacy/hipaa/understanding/consumers/index.html

General Information: Information regarding your health care, including payment for health care, is protected by two federal laws: the Health Insurance Portability and Accountability Act of 1996 (“HIPAA”), 42 U.S.C. § 1320d et seq., 45 C.F.R. Parts 160 & 164, and the Confidentiality Law, 42 U.S.C. § 290dd-2, 42 C.F.R. Part 2. Under these laws, Olalla Recovery Centers (ORC) may not say to a person outside ORC that you attend the program or disclose any other protected information except as permitted by federal law. We will never sell your information or use your information in any marketing activities.

Generally, ORC must obtain your written consent before it can disclose information about you for payment or other purposes. For example, ORC will obtain your written consent before it discloses information to your health insurer. Generally, you must also sign a written consent before ORC can share information for treatment purposes or for health care operations. You may revoke written consents in writing except for Criminal Justice System consents and payment/insurance consents.

Federal law permits ORC to disclose information without your written permission in the following circumstances:

1. Pursuant to an agreement with a qualified service organization/business associate;
2. For research, audit or evaluations – including state & federal data sharing and compliance requirements;
3. To report a crime committed on ORC’s premises or against ORC personnel or patients;
4. To medical personnel in a medical emergency – including death;
5. To appropriate authorities to report suspected child abuse or neglect;
6. As allowed by proper court order;
7. To respond to worker’s compensation claims; health oversight agencies, governmental functions – such as military or national security issues – including disasters
8. To your health plan per contractual arrangement to obtain authorization and payment for treatment services and for care quality reviews;
9. Reporting requirements, such as medication reactions, product recalls, preventing disease, or other health and safety threats.

For example, ORC can disclose information without your consent to obtain legal or financial services, or to another medical facility to provide health care to you, as long as there is a qualified service organization/business associate agreement in place.



Your Rights: Under HIPAA you have the right to request restrictions on certain uses and disclosures of your health information. ORC is not required to agree to any restrictions you request, but if it does agree then it is bound by that agreement and may not use or disclose any information which you have restricted except as necessary in a medical emergency. If you pay for services out-of-pocket in full, you can ask us not to share that information for the purpose of payment or our operations with your health insurer. We will say “yes” unless a law requires us to share that information.

You have the right to request that we communicate with you by alternative means or at an alternative location. ORC will accommodate such requests that are reasonable and will not request an explanation from you. You also have the right to inspect and request a copy of your own health information maintained by ORC, except to the extent that the information contains psychotherapy notes or information compiled for use in a civil, criminal or administrative proceeding or in other limited circumstances. We will provide a copy or a summary of your health information, usually within 30 days of your request. We may charge a reasonable, cost-based fee.

You also have the right, with some exceptions, to view and amend health care information maintained in ORC’s records. We may say “no” to your request, but we will tell you why in writing within 60 days. You can request and receive an accounting of disclosures of your health related information made by ORC during the six years prior to your request. We will include all the disclosures except for those about treatment, payment, and health care operations, and certain other disclosures (such as any you asked us to make). We will provide one accounting a year for free, but will charge a reasonable, cost-based fee if you ask for another one within 12 months. You also have the right to receive a paper copy of this notice.

You have the right to choose someone to act for you. If you have given someone medical power of attorney or if someone is your legal guardian, that person can exercise your rights and make choices about your health information. We will make sure the person has this authority and can act for you before we take any action.

ORC’s Duties: ORC is required by law to maintain the privacy of your health information and to provide you with notice of its legal duties and privacy practices with respect to your health information. ORC is required by law to abide by the terms of this notice. We will let you know promptly if a breach occurs that may have compromised the privacy or security of your information. ORC reserves the right to change the terms of this notice and to make new notice provisions effective for all protected health information it maintains. We will make available a revised Notice of Privacy Practices by sending a copy in the mail by request, providing a copy at your next appointment, posting it in our agencies, and posting on our website. ORC will never market or sell your protected health information. For more information, please see: www.hhs.gov/ocr/privacy/hipaa/understanding/consumers/noticepp.html

Complaints and Reporting Violations: If you are concerned that we have violated your privacy rights, you may file a written complaint with the person listed below. No one at Olalla Recovery Centers will retaliate against you for filing a complaint. You can file a complaint with the U.S. Department of Health and Human Services Office for Civil Rights by sending a letter to 200 Independence Avenue, S.W., Washington, D.C. 20201, calling 1-877-696-6775, or visiting www.hhs.gov/ocr/privacy/hipaa/complaints/

Contact: If you have any questions or concerns, please contact: Derek Murphy, Director of Clinical Services, Olalla Recovery Centers, 12850 Lala Cove Lane SE, Olalla, WA 98359, 253.857.6201