



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 FBHPartners 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 PARTNERS'S (FBHPartners) PLEDGE TO YOU ABOUT OUR MEDICAL FILES:

FBHPartners must share information about you with health care providers. FBHPartners knows the information we get from you is private. As of April 14, 2003, FBHPartners must comply with the new Federal laws to protect your information under the Health Insurance Portability and Accountability Act (HIPAA). The information FBHPartners 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 FBHPartners may use or share your PHI so you get mental health care.

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

FBHPartners MAY USE AND SHARE YOUR PHI WITHOUT YOUR AUTHORIZATION:

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

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

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

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

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

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

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

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

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

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

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

For research - FBHPartners 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 - FBHPartners may use or share your PHI to let the above people do their job.

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

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

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

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

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

FBHPartners 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 FBHPartners know in writing.

YOUR RIGHTS TO HEALTH INFORMATION PRIVACY

You may see and get copies of your FBHPartners records - FBH may charge you to make the copies. You must make this request in writing to FBHPartners. 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 FBHPartners why you want to do this. FBHPartners may deny your request in certain cases.

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

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

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

WHAT FBHPartners MUST DO:

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

FBHPartners must tell you how your PHI is kept private.

FBHPartners must give you this notice.

FBHPartners 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 Partners, 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

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