



RESOURCE CENTER FOR ACCESSIBLE LIVING, INC.

Opening the Doors of Opportunity

PRIVACY NOTICE (HIPAA)

This notice briefly describes RCAL privacy practices and the privacy rights of people we serve.

The HIPAA Privacy rule DOES NOT CHANGE the way you get services from RCAL, or the privacy rights you have always had under State Mental Hygiene law. The Privacy rule adds some details about how you can exercise your rights.

This notice becomes effective on April 14, 2003. If you have any questions about this notice, please contact RCAL at 845-331-0541.

Our Privacy Commitment to You

At RCAL, we are committed to protecting your privacy and sharing information about you only with those who need to know and are allowed to see the information -- to assure that you get quality services.

Your Clinical Information Rights

- You have a right to look at your clinical records and to get a copy.
- If we deny your request to see your clinical records, you may ask for a review of that denial.
- You may ask RCAL to change or amend your clinical record if you believe it is incorrect or incomplete.
- In certain cases, you may ask for a list of the people who have received clinical information about you from RCAL.
- You may ask RCAL not to use or share your clinical records in some cases.
- You may ask RCAL to communicate with you in a way that keeps your information confidential.
- You may ask for a paper copy of this notice.

How RCAL Will Use and Disclose Clinical Information About You

RCAL will use or share your clinical information without your consent for the following reasons:

- **Treatment:** To provide you with treatment and services. We may disclose health/clinical information about you to: doctors, nurses, psychologists, social workers, developmental aides, your service coordinator, other RCAL personnel, volunteers or interns who provide you with care, to other providers outside of RCAL who provide you with services identified in your Individualized Services Plan, or to other providers to obtain new services for you.
- **Payment:** To bill and collect payment from either: you, a third party, an insurance company, Medicare or Medicaid, or other government agencies.

- Health Care Operations: For RCAL administrative operations, such as: for quality improvement to review our treatment and services, to obtain legal services; to conduct fiscal audits; and for fraud abuse and detection.
- Other reasons allowed by law. Besides disclosures for treatment, payment and healthcare operations, RCAL may also use health information about you without your permission when allowed by law. Some examples are: when we are required to do so by federal or state law; for health oversight activities (including audits, investigations, surveys and inspections); for law enforcement purposes; and to prevent or lessen a serious and imminent threat to your health and safety or to someone else's.

Other Uses and Disclosures that Require Your Agreement or Authorization

For all other types of uses and disclosures, RCAL will use or disclose health/clinical information about you only with a written authorization signed by you.

Changes to this Notice

We may change this notice in the future. If we do, we will provide you with a copy at your request after we change the notice.

Complaints

If you believe your privacy rights have been violated you can file a complaint with:

- The Secretary of the Federal Department of Health and Human Services, 200 Independence Avenue S.W., Washington DC 20210, Tel. # 877-696-6775.
- The Federal Office for Civil Rights, 200 Independence Avenue S.W., Room 509F, HHH Building, Washington DC 20201, phone (866) OCR-PRIV or (866) 627-7748; or TTY (886-788-4989); or e-mail www.ocrmail@hhs.gov or online <http://www.hhs.gov/ocr/hipaa/>