

# Echo Springs Notice of Privacy Practices

## PURPOSE

To ensure that a *Notice of Privacy Practices* is provided to, and acknowledged by, each student or his/her personal representative upon admission to the Program.

## POLICY

The Program's policy is to provide a *Notice of Privacy Practices* ("Notice") to each student upon each admission to the Program, and make a good faith effort to obtain a signed *Acknowledgement of Receipt of Notice of Privacy Practices* ("Acknowledgement") from the student.

(See sample *Notice* and *Acknowledgement* forms following this Policy.)

The *Notice* shall include all elements and statements that are required by law. The *Notice* shall inform the students of:

- Uses and disclosures of Protected Health Information ("PHI") that may be made by the Program;
- The student's rights with respect to his PHI; and
- The Program's legal duties with respect to such PHI.

## PROCEDURE

1. The *Notice* and *Acknowledgement* forms will be included in the standard Admission Packet.
2. The Program Admitting Faculty will provide the *Notice* to the student at the time of admission.  
**Note:** In the case of an emergency treatment situation, the Program will provide the *Notice* to the student as soon as reasonably practicable after the emergency treatment situation.
3. The Admitting Faculty will make a good faith effort to obtain the student's signature on the *Acknowledgement* at the time the *Notice* is provided. The *Notice* and signed *Acknowledgement* will be kept in the student's Master File.
4. If the student refuses or is otherwise unable to sign the *Acknowledgement*, the Admitting Faculty will document, on the *Acknowledgement* form, what actions were taken to obtain the student's signature on the *Acknowledgement* and the reason(s) why a signed *Acknowledgement* was not obtained. This document will then be placed in the student's Master File.
5. The Program will provide a copy of the written *Notice* to students and to other persons upon request.
6. The Program will post a copy of the *Notice* in a clear and prominent location such as the entrance lobby or similar location.
7. A current version of the *Notice* will be maintained on the Program's website, if any.
8. Whenever the *Notice* is revised, the Program Privacy Official will assure that:

- a. The revised *Notice* is made available upon request on or after the effective date of the revision; and
  - b. The revised *Notice* is posted in a clear and prominent location.
9. Material changes shall not be implemented prior to the effective date of the revised *Notice*.
  10. A copy of each *Notice* issued by the Program will be maintained for at least six years from the date it was last in effect.
  11. Any member of the workforce who has knowledge of a violation or potential violation of this Policy must make a report directly to the Privacy Official. (See the Policy “Sanctions.”)

**SAMPLE  
NOTICE OF PRIVACY PRACTICES**

**THIS NOTICE DESCRIBES HOW YOUR PERSONAL HEALTH INFORMATION MAY BE  
USED AND DISCLOSED AND HOW YOU CAN GET ACCESS TO THIS  
INFORMATION.**

**PLEASE REVIEW IT CAREFULLY.**

This Program is required by law to provide you with this Notice so that you will understand how we may use or share your information from your Master File. The Master File includes financial and health information referred to in this Notice as “Protected Health Information” (“PHI”) or simply “health information.” We are required to adhere to the terms outlined in this Notice. If you have any questions about this Notice, please contact \_\_\_\_\_.

**UNDERSTANDING YOUR HEALTH RECORD AND INFORMATION**

When you are admitted to our Program, a record of your stay is made containing health and financial information. Typically, this record contains information about your past and current medical and psychological conditions, the services we provide and payment for those services. We may use and/or disclose this information to:

- plan your care and treatment
- communicate with other health professionals involved in your care
- document the care you receive
- educate health professionals
- provide information for medical research
- provide information to public health officials
- evaluate and improve the care we provide
- obtain payment for the care we provide

Understanding what is in your record and how your health information is used helps you to:

- ensure it is accurate
- better understand who may access your health information
- make more informed decisions when authorizing disclosure to others

**HOW WE MAY USE AND DISCLOSE PROTECTED HEALTH INFORMATION ABOUT  
YOU**

The following categories describe the ways that we use and disclose health information. Not every use or disclosure in a category will be listed. However, all of the ways we are permitted to use and disclose information will fall into one of the categories.

- **For Treatment.** We may disclose health information about you to Program personnel who are involved in taking care of you within the Program. Different departments of the Program also may share health information about you in order to coordinate your care and provide you the best possible service. We may also disclose health information about you to people outside the Program who may be involved in your

care during or after you leave a Program. This may include family members, or other outside professionals involved in your care.

- **For Payment.** We may use and disclose health information about you so that the treatment and services you receive at an Program may be billed to you, an insurance company or a third party. For example, in order to be paid, we may need to share information with your health plan about services provided to you. We may also tell your health plan about a treatment you are going to receive to obtain prior approval or to determine whether your plan will cover the treatment.
- **For Program Operations.** We may use and disclose health information about you for our day-to-day program operations. This is necessary to ensure that all students receive quality care. For example, we may use health information for quality assessment and improvement activities and for developing and evaluating program protocols. We may also combine health information about many students to help determine what additional services should offer, what services should be discontinued, and whether certain new interventions are effective. Health information about you may be used by our administrative office for business development and planning, cost management analyses, insurance claims management, risk management activities, and in developing and testing information systems and programs. We may also use and disclose information for professional review, performance evaluation, and for training programs. Other aspects of program operations that may require use and disclosure of your health information include accreditation, certification, licensing and credentialing activities, review and auditing, including compliance reviews, medical reviews, legal services and compliance programs. Your health information may be used and disclosed for the business management and general activities of the Program including resolution of internal grievances, customer service and due diligence in connection with a sale or transfer of the Program. In limited circumstances, we may disclose your health information to another entity subject to HIPAA for its own health care operations. We may remove information that identifies you so that the health information may be used to study health care and health care delivery without learning the identities of students. We may disclose your age, birth date and general information about you in the Program newsletter, on activities calendars, and to entities in the community that wish to acknowledge your birthday or commemorate your achievements on special occasions. If you are receiving therapy services, we may post your photograph and general information about your progress.

#### **OTHER ALLOWABLE USES OF YOUR HEALTH INFORMATION**

- **Business Associates.** There are some services provided in our Program through contracts with business associates. Examples include therapists, psychologists, psychiatrists, medical providers, outside attorneys, third party activity providers (ie Breakwater Expeditions, Schweitzer, etc), and education institutions (ie North Idaho College, BYU Independent Studies, etc). When these services are contracted, we may disclose your health information so that they can perform the job we've asked them to do and bill you or your third-party payer for services rendered. To protect your health information, however, we require the business associate to appropriately safeguard your information.
- **Providers.** Many services provided to you, as part of your care at our Program, are offered by outside service providers. These participants include a variety of providers such as physicians (e.g., MD, DO, Podiatrist, Dentist, Optometrist), therapists (e.g.,

Physical therapist, Occupational therapist, Speech therapist), portable radiology units, clinical labs, hospice caregivers, pharmacies, psychologists, LCSWs, and suppliers (e.g., prosthetic, orthotics).

- **Program Alternatives.** We may use and disclose health information to tell you about possible treatment options or program alternatives that may be of interest to you.
- **Health-Related Benefits and Services and Reminders.** We may contact you to provide appointment reminders or information about treatment alternatives or other health-related benefits and services that may be of interest to you.
- **Program Roster.** We may include information about you in the Program roster while you are a student. This information may include your name, location in the Program, your general condition (e.g., fair, stable, etc.) and your insurance information. The directory information may be disclosed to people who ask for you by name.
- **Individuals Involved in Your Care or Payment for Your Care.** Unless you object, we may disclose health information about you to a friend or family member who is involved in your care. We may also give information to someone who helps pay for your care. In addition, we may disclose health information about you to an entity assisting in a disaster relief effort so that your family can be notified about your condition, status and location.
- **As Required By Law.** We will disclose health information about you when required to do so by federal, state or local law.
- **To Avert a Serious Threat to Health or Safety.** We may use and disclose health information about you to prevent a serious threat to your health and safety or the health and safety of the public or another person. We would do this only to help prevent the threat.
- **Research.** Under certain circumstances, we may use and disclose health information about you for research purposes. For example, a research project may involve comparing the health and recovery of all students who received one intervention to those who received another, for a similar condition. All research projects, however, are subject to a special approval process. This process evaluates a proposed research project and its use of health information, trying to balance the research needs with students' need for privacy of their health information. Before we use or disclose health information for research, the project will have been approved through this research approval process. We may, however, disclose health information about you to people preparing to conduct a research project so long as the health information they review does not leave a Program.
- **Reporting** Federal and state laws may require or permit the Program to disclose certain health information related to the following:
  - ***Public Health Risks.*** We may disclose health information about you for public health purposes, including:
    - ☛ Prevention or control of disease, injury or disability
    - ☛ Reporting births and deaths;
    - ☛ Reporting child abuse or neglect;
    - ☛ Reporting reactions to medications or problems with products;

- Notifying people of recalls of products;
- Notifying a person who may have been exposed to a disease or may be at risk for contracting or spreading a disease;
- Notifying the appropriate government authority if we believe a student has been the victim of abuse, neglect or domestic violence. We will only make this disclosure if you agree or when required or authorized by law.
- *Health Oversight Activities.* We may disclose health information to a health oversight agency for activities authorized by law. These oversight activities may include audits, investigations, inspections, and licensure. These activities are necessary for the government to monitor the health care system, government programs, and compliance with civil rights laws.
- *Judicial and Administrative Proceedings:* If you are involved in a lawsuit or a dispute, we may disclose health information about you in response to a court or administrative order. We may also disclose health information about you in response to a subpoena, discovery request, or other lawful process by someone else involved in the dispute, but only if efforts have been made to tell you about the request or to obtain an order protecting the information requested.
- *Reporting Abuse, Neglect or Domestic Violence:* Notifying the appropriate government agency if we believe a student has been the victim of abuse, neglect or domestic violence.
- **Law Enforcement.** We may disclose health information when requested by a law enforcement official:
  - In response to a court order, subpoena, warrant, summons or similar process;
  - To identify or locate a suspect, fugitive, material witness, or missing person;
  - About you, the victim of a crime if, under certain limited circumstances, we are unable to obtain your agreement;
  - About a death we believe may be the result of criminal conduct;
  - About criminal conduct at the Program; and
  - In emergency circumstances to report a crime; the location of the crime or victims; or the identity, description or location of the person who committed the crime.
- **Coroners, Medical Examiners and Funeral Directors.** We may disclose medical information to a coroner or medical examiner. This may be necessary to identify a deceased person or determine the cause of death. We may also disclose medical information to funeral directors as necessary to carry out their duties.
- **National Security and Intelligence Activities.** We may disclose health information about you to authorized federal officials for intelligence, counterintelligence, and other national security activities authorized by law.
- **Correctional Institution:** Should you be an inmate of a correctional institution or on parole/probation, we may disclose to the institution or its agents health information necessary for your health and the health and safety of others.

## OTHER USES OF HEALTH INFORMATION

Other uses and disclosures of health information not covered by this Notice or the laws that apply to us will be made only with your written permission. If you provide us permission to use or disclose health information about you, you may revoke that permission, in writing, at any time. If you revoke your permission, we will no longer use or disclose health information about you for the reasons covered by your written authorization. You understand that we are unable to take back any disclosures we have already made with your permission, and that we are required to retain our records of the care that we provided to you.

## YOUR RIGHTS REGARDING HEALTH INFORMATION ABOUT YOU

Although your health record is the property of the Program, the information belongs to you. You have the following rights regarding your health information:

- **Right to Inspect and Copy.** With some exceptions, you have the right to review and copy your health information.

*You must submit your request in writing to the Director of Operations. We may charge a fee for the costs of copying, mailing or other supplies associated with your request.*

- **Right to Amend.** If you feel that health information in your record is incorrect or incomplete, you may ask us to amend the information. You have this right for as long as the information is kept by or for the Program.

*You must submit your request in writing to the Director of Operations. In addition, you must provide a reason for your request.*

We may deny your request for an amendment if it is not in writing or does not include a reason to support the request. In addition, we may deny your request if you ask us to amend information that:

- Was not created by us, unless the person or entity that created the information is no longer available to make the amendment;
  - Is not part of the health information kept by or for the Program; or
  - Is accurate and complete.
- **Right to an Accounting of Disclosures.** You have the right to request an "accounting of disclosures". This is a list of certain disclosures we made of your health information, other than those made for purposes such as treatment, payment, or health care operations.

*You must submit your request in writing to the Director of Operations. Your request must state a time period which may not be longer than six years from the date the request is submitted and may not include dates before April 14, 2003. Your request should indicate in what form you want the list (for example, on paper or electronically). The first list you request within a twelve month period will be free. For additional lists, we may charge you for the costs of providing the list. We will notify you of the cost involved and you may choose to withdraw or modify your request at that time before any costs are incurred.*

- **Right to Request Restrictions.** You have the right to request a restriction or limitation on the health information we use or disclose about you. For example, you may request that we limit the health information we disclose to someone who is involved in your care or the payment for your care. You could ask that we not use or disclose information about a surgery you had to a family member or friend.

**We are not required to agree to your request.** If we do agree, we will comply with your request unless the information is needed to provide you emergency treatment.

*You must submit your request in writing to the Director of Operations. In your request, you must tell us (1) what information you want to limit; (2) whether you want to limit our use, disclosure or both; and (3) to whom you want the limits to apply, for example, disclosures to your spouse.*

- **Right to Request Alternate Communications.** You have the right to request that we communicate with you about medical matters in a confidential manner or at a specific location. For example, you may ask that we only contact you via mail to a post office box.

*You must submit your request in writing to the Director of Operations. We will not ask you the reason for your request. Your request must specify how or where you wish to be contacted. We will accommodate all reasonable requests.*

- **Right to a Paper Copy of This Notice.** You have the right to a paper copy of this Notice of Privacy Practices even if you have agreed to receive the Notice electronically. You may ask us to give you a copy of this Notice at any time.
- *You may obtain a copy of this Notice at our website, [www.echo-springs.com](http://www.echo-springs.com).*

To obtain a paper copy of this Notice, contact the Director of Operations.

### **CHANGES TO THIS NOTICE**

We reserve the right to change this Notice. We reserve the right to make the revised or changed Notice effective for health information we already have about you as well as any information we receive in the future. We will post a copy of the current Notice in the Program and on the website. The Notice will specify the effective date on the first page, in the top right-hand corner. In addition, if material changes are made to this Notice, the Notice will contain an effective date for the revisions and copies can be obtained by contacting the Program administrator.

### **COMPLAINTS**

If you believe your privacy rights have been violated, you may file a complaint with the Program or with the Secretary of the Department of Health and Human Services. To file a complaint with the Program, contact the Director of Operations. All complaints must be submitted in writing. **You will not be penalized for filing a complaint.**



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**SAMPLE**  
**ACKNOWLEDGEMENT OF RECEIPT OF NOTICE OF PRIVACY PRACTICES**

Student Name: \_\_\_\_\_

Enrollment Date:

Address: \_\_\_\_\_

Program Name: \_\_\_\_\_

I have been given a copy of Echo Springs *Notice of Privacy Practices* (“*Notice*”), which describes how my health information is used and shared. I understand that Echo Springs has the right to change this *Notice* at any time. I may obtain a current copy by contacting the Program Privacy Official, or by visiting the Echo Springs web site at [www.echo-springs.com](http://www.echo-springs.com).

**My signature below acknowledges that I have been provided with a copy of the *Notice of Privacy Practices*:**

\_\_\_\_\_  
Signature of Student

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name

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**For Program Use Only: Complete this section if you are unable to obtain a signature.**

1. If the student or personal representative is unable or unwilling to sign this *Acknowledgement*, or the *Acknowledgement* is not signed for any other reason, state the reason:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

2. Describe the steps taken to obtain the student’s (or personal representative’s) signature on the *Acknowledgement*:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Completed by:

\_\_\_\_\_  
\_\_\_\_\_

Signature of Program Representative

Date

-----  
Print Name

**File original in student's Master File.**

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