

San Luis Valley Mental Health Center
NOTICE OF PRIVACY PRACTICES

This notice describes how medical, health, and behavioral health information about you may be used and disclosed, and how you can get access to this information. Please review it carefully.

Effective: April 14, 2003 Revised May 1, 2005. Revised February 17, 2010.

If you need this letter in Spanish, in large print, or on tape, please call 1-719-589-3671. You may ask for help to read this notice.

Si necesita esta documento en español, en letras grande, o en un cassette, por favor llame al 1-719-589-3671. Para leer este aviso usted puede pedir ayuda.

The San Luis Valley Mental Health Center must protect your privacy. The information we collect about you and your treatment is called Protected Health Information (PHI). We need this information to give you good care. This notice tells you how we use or share information about you. It tells you about your rights.

The Mental Health Center must keep information about you private. We must tell you about our privacy rules. We must make sure that people who work here follow the privacy rules.

The Mental Health Center needs your consent in writing to share information about you, except in some cases. If you give us permission, you may change your mind at any time. The exceptions are listed below.

WE WILL USE OR SHARE INFORMATION:

For Treatment: We use information about you to provide good care. We may share information with people who are helping with your care. We may ask your doctor about your health. We may tell your doctor about your medications. Your counselor talks to other people who work here so you get all the services you need.

For Payment: We share information about you to get paid for our work. We ask for payment from the company or person who pays for your treatment. We need to tell your insurance company that you are coming here unless you pay for your sessions in cash and in full.

For Health Care Operations: We share information to make sure our clients get good care. Administrators, supervisors and regulatory agencies look at our records to see if you got good care. We may ask you questions about how good our services are.

With People Involved in Your Care: We may tell some things about you to a family member who helps you. We can only do this when it is needed to give you good care. If you want anyone else to know about your care, you may give us permission in writing.

For Research: We may use information about you for a research project that has been approved by a review board.

For Reminders: We may call you to remind you about appointments.

To keep you informed: We may tell you about new services or information that would help you.

INFORMATION ABOUT SUBSTANCE ABUSE: We must provide extra privacy for alcohol and drug abuse records. We cannot tell anyone that you have a drug or alcohol problem, except when the law says we can.

HIV INFORMATION: We must provide extra privacy for people who have HIV or AIDS. We cannot tell anyone about that without consent in writing.

RIGHTS OF YOUNG PEOPLE: If you are 15 or older, you may get mental health treatment without your parents' consent. You can decide how information about you is shared with others. Sometimes we may tell your parents limited information if it is needed for your treatment. You may get treatment for drug or alcohol abuse at any age. We cannot tell your parents about this unless you give us consent in writing.

OTHER WAYS WE SHARE INFORMATION ABOUT YOU:

The law says we can share information about you in these cases.

Health and Safety: We may share information about you to help keep you or other people safe. We report cases of abuse, neglect, or domestic violence. We will tell someone if you want to hurt yourself or another person.

Health Oversight Activities: We may share information about you with the agencies that watch over the treatment at the Mental Health Center.

Lawsuits and Disputes: We may share information about you when we receive a court order. If you make a complaint about the Mental Health Center or sue us, we will share information about you with the court.

Law Enforcement Reasons: We may share information about you with the police if we need to. We may help identify a criminal or missing person. We will report crimes that happen at the Mental Health Center. We may ask the police to help you in case of disaster.

Coroners, Medical Examiners, and Funeral Directors: We may share information so these officials can do their jobs. We may help identify a dead person or figure out why they died.

National Security: We may share information about you with federal agents if there is a risk to national security, or if they need information to protect the President or other important people.

Correctional Institutions: We may share information about you with these places to keep them safe or to protect people's health.

Fraud and Abuse: We may share information about you to help investigate fraud or abuse.

Workers' Compensation: We may share information about you with programs that help people who were injured at work.

YOUR RIGHTS TO PRIVACY:

- You may see and copy your records. We charge a fee to copy your records. We will not let you see or copy your record if we think it could hurt you or someone else.
- You may ask us to change your records if something is wrong or missing. You must tell us why you want to do this. We may say no in certain cases.
- You may ask for a list of people who got information about you.
- You may ask us not to share information about you with anyone except for treatment, payment or health care operations. We will consider your request, but in some cases, we do not have to agree. We must keep information private from your insurance company if you request us to, and if you pay for your care in full out of pocket.
- You may ask us to contact you at a special address or phone number.
- You may have a paper copy of this Notice at any time.

If you ask for any of these rights, please send a letter to the Privacy Officer. You can get help to write the letter.

CHANGES TO THIS NOTICE

The Mental Health Center may change this notice at any time. We will post the changes in each office location and on the website at www.slvnhc.org.

COMPLAINTS

You may make a complaint about privacy by writing or calling the Privacy Officer.

Rhonda Borders
8745 County Road 9 South, Alamosa, CO 81101
719-589-3671

You may also send a letter to:
Secretary of Health and Human Services
Office of Civil Rights
200 Independence Ave. SW, Washington, DC 20201

The Mental Health Center cannot stop treating you or retaliate against you if you file a complaint.