

For Children with Developmental Disabilities

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

J.D. McCarty Center's commitment to you

J.D. McCarty Center continues to be committed to protecting the privacy of your health information and abiding by all state and federal laws regarding that protection. Privacy protection already exists under Medicaid and state laws. This written notice is an extension of those laws. This notice is to inform you on how we may use or release your health information. It also tells you about your rights and the agency's requirements concerning the use and disclosure of your health information.

HEALTH INFORMATION RIGHTS

Right to Inspect and Copy: You have the right to inspect and obtain a copy of your health information that J.D. McCarty Center maintains for you with the exception of psychology notes.

Right to Request an Amendment: If you feel that health information we have about you is incorrect or incomplete, you may ask us in writing to amend the information. We may deny your request if it is not in writing, it does not include a reason, the information was not created by us, or the information is determined to be accurate and complete.

Right to an Accounting of Disclosures: You have the right to request an "accounting of disclosures", a list of the disclosures we made of your health information, other than disclosures for purpose of treatment, payment or operations. Your request must not go back more than six years.

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 treatment, payment or health care operations. 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.

Right to Request Confidential Communication: You have the right to request that we communicate with you about health care matters in a certain way or at a certain location. For example, you can request that we only contact you at work or by email. J.D. McCarty Center will accommodate all reasonable requests.

Right to a Paper Copy of this Notice: You have the right to request a paper copy of this notice from this Agency at any time. You may also obtain a copy of this notice at our website, <http://www.jdmc.org>.

To exercise these rights, a written request for inspecting, copying, making restrictions, or obtaining an accounting of your health information must be made in writing to: JDMC Privacy Officer, 2002 E. Robinson, Norman, OK 73071 (405) 307-2800. Copying costs may apply.

HOW J.D. McCARTY CENTER MAY USE AND DISCLOSE HEALTH CARE INFORMATION

Your health information may be used and released by J.D. McCarty Center for treatment, payment, administrative and operational purposes and to evaluate quality of services. J.D. McCarty Center provides a wide range of services, therefore, not all types of uses and releases can be described in this document. We have listed some common examples of permitted uses and releases below.

- **For Treatment:** Caregivers, such as nurses, doctors, therapists and social workers may use your health information to determine your plan of care. Individuals and programs within J.D. McCarty Center may share health information about you in order to coordinate services. (Examples would include sharing of information with Norman Public Schools to facilitate treatment during school hours and sharing with consultants on scheduled clinic appointments.)
- **For Payment:** J.D. McCarty Center may release information about you to your health plan or health insurance carrier to make payment for services on your behalf. However, if you pay out of pocket for a particular service, you have the right to restrict disclosure of said services to your insurance company. We may also share your information with other government programs such as Workers' Compensation, Medicaid, or Indian Health Services in order to coordinate your benefits and payments.
- **For Operations:** J.D. McCarty Center may use and release information about you to ensure that the services and benefits provided to you are appropriate and are high quality. We may share your health information with business partners who perform functions on behalf of J.D. McCarty Center. J.D. McCarty Center requires that our business partners abide by the same level of confidentiality and security as our agency when handling your health information.
- **To Other Government Agencies Providing Benefits or Services:** J.D. McCarty Center may release your health information to other government agencies that are providing you with benefits or services when the information is necessary for you to receive those benefits and services.
- **For Health Oversight Activities:** J.D. McCarty Center may share your health information with other divisions within the agency and with other agencies for oversight activities as required by law. Examples of these oversight activities include audits, inspections, investigations and licensure.
- **For Law Enforcement/ Lawsuits and Disputes:** J.D. McCarty Center may release health information, subject to applicable federal and state law and regulations, for purposes that are required by law or in response to a court order or subpoena.
- **For Directory Listings/Individual Involved in Care:** J.D. McCarty Center may release your protected health information upon verbal agreement to allow inclusion in J.D. McCarty Center's directory listing and facilitate sharing of information with those you have indicated are involved in your care or payment of care.
- **For Disaster Relief Efforts:** J.D. McCarty Center may release information to entities providing relief and assistance in disasters such as floods & terrorist attacks. In the event of a disaster, J.D. McCarty Center will release information to the person that you have designated to receive such information or as otherwise required by law.
- **For Communications:** J.D. McCarty Center may use and disclose information for communications of services, treatment alternatives, products, or other providers that would enhance treatment of the patient. (Examples include appointment reminders, informing patients of new health related benefits or services, receipt of center's newsletter).
- **For Fundraising:** J.D. McCarty Center may use and disclose your information for fundraising on behalf of J.D. McCarty Center. (Limited to demographic information and dates of service). If you are contacted by J.D. McCarty Center for fundraising purposes, you may opt out of any further fundraising communication at that time.
- **To Coroners, Medical Examiners and Funeral Directors:** J.D. McCarty Center may release health information to a coroner, medical examiner or funeral director as necessary to carry out duties as authorized by law.
- **For Organ Donations:** If you are an organ donor or potential organ donor, J.D. McCarty Center may release your health information to an organization that procures, banks, or transports organs for the purpose of an organ, eye, or tissue donation and transplantation.
- **To Avert a Serious Threat to Health or Safety:** J.D. McCarty Center may release your health information if it is necessary to prevent a serious threat to your health and safety or to the health and safety of the public or another person.
- **To the Military:** If you are a veteran or a current member of the armed forces, J.D. McCarty Center may release your health information as required by military command or veteran administration authorities.
- **As Required By Law:** We will disclose health information about you when required to do so by federal, state, or local law. (Examples include disclosures for reporting suspected abuse or neglect, public health activities).
- **To a Proxy:** You have the right to choose someone to act for you either by means of a medical power of attorney or as a legal guardian. J.D. McCarty will verify that anyone attempting to make choices on your behalf has such authority before any action is taken.
- **Marketing:** J.D. McCarty Center will not ever sell or use your personal information for marketing purposes.
- **Psycho Therapy Notes:** Most sharing of psycho therapy notes will require your written authorization.

All other uses & disclosures other than those listed above will be made only with your written authorization, which you may revoke at anytime in writing. State and Federal laws require J.D. McCarty Center to maintain the privacy of your health information, and we are required to give you this notice of our legal duties and privacy practices. We are required to follow the terms of this notice. We will promptly contact you if there is breach of privacy and security of your personal health information.

J.D. McCarty Center reserves the right to revise this notice. We reserve the right to make the revised notice effective for the health information we already have about you, as well as any information we create or receive in the future. We will provide you with a copy of the revised notice upon request. We will post a copy of the current notice on our website.

If you believe your privacy rights have been violated, you may file a complaint with the Privacy Officer of JDMC, 2002 E. Robinson, Norman, OK 73071. Or call toll free 800-777-1272. You need to do this within 180 days of when the problem that caused concern happened. You can also file a complaint to the Office of Civil Rights, by calling 877-696-6775 or by visiting www.hhs.gov/ocr/privacy/hipaa/complaints. There will be no penalty or retaliation for filing a complaint.