

## **MSAD No. 75 School-Based Health Center**

### **Notice of Privacy Practices**

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

MSAD No. 75 School-Based Health Center is required by law to maintain the privacy of your health care information and to provide you with a notice of MSAD No. 75 School-Based Health Center's privacy practices. While required to abide by the terms of the notice that is currently in effect, MSAD No. 75 School-Based Health Center reserves the right to change MSAD No. 75 School-Based Health Center's privacy practices at any time. If MSAD No. 75 School-Based Health Center privacy practices change, MSAD No. 75 School-Based Health Center will provide you with a revised notice at your next visit following the change.

### **Use of Your Health Care Information**

By law, MSAD No. 75 School-Based Health Center may use your information for treatment, payment and health care operations. For example, your information may be used to develop a diagnosis and treatment plan or to coordinate referrals to another health care provider. Portions of your information may be submitted to your insurance carrier or other third-party payor to secure payment on your behalf. Your information may be used in the course of health care operations, such as for quality assurance, evaluation and training or audit activities.

Persons whom we contract with to perform services on MSAD No. 75 School-Based Health Center's behalf related to treatment, payment or health care operations may also have access to your information solely for the purpose of providing such services, provided that the business associate has agreed in writing to maintain the confidentiality of such information.

MSAD No. 75 School-Based Health Center may disclose information without your authorization as permitted or required by applicable law, including any of the following: to comply with public health statutes and rules; to make any required reports of abuse or neglect; to comply with health oversight activities by government agencies (for example, licensure); to comply with a court order, government subpoena or other lawful process; for research purposes; in the event of your death, to medical examiner; to avert a serious threat to health or safety; or for workers compensation purposes.

MSAD No. 75 School-Based Health Center may use your information to contact you for appointment reminders or confirm appointments by telephone unless you give us restrictions in writing. MSAD No. 75 School-Based Health Center may disclose your health information to notify or assist in the notification of a family member, your personal representative or another person responsible for your care.

MSAD No. 75 School-Based Health Center may use your information to provide information about treatment alternatives or other health services. Unless you object, MSAD No. 75 School-Based Health Center may disclose limited information to family or friends as necessary for your care or treatment. Except as described above, MSAD No. 75 School-Based Health Center will not use or disclose your information, except with your written authorization. You may revoke your authorization at any time by giving written notice of revocation to MSAD No. 75 School-Based Health Center.

## **Your Rights**

You have the right to request restrictions on the use and disclosure of your information. However, MSAD No. 75 School-Based Health Center is not required to agree to a requested restriction, and it is MSAD No. 75 School-Based Health Center's policy not to agree to such restrictions unless MSAD No. 75 School-Based Health Center determines, in MSAD No. 75 School-Based Health Center's sole discretion that a compelling reason exists to do so.

You have the right to receive communications from MSAD No. 75 School-Based Health Center in a confidential manner. If you would like MSAD No. 75 School-Based Health Center to use another address or telephone number to contact you, you must request so in writing.

You have the right to receive an accounting of disclosures of your health care information that you have not authorized. To receive such an accounting, please contact MSAD No. 75 School-Based Health Center at the address given below, allowing up to 30 days to process this request.

You have the right to inspect and copy your information. If you wish to do so, you will be provided an opportunity to inspect your information within 30 days of receipt of your written request. You may be charged reasonable costs of copying your information, or of preparing any summaries that you request.

You have the right to amend your health care information. If you wish to do so, please submit the proposed amendment in writing to MSAD No. 75 School-Based Health Center at the address given below.

You have the right to a copy of this Notice of Privacy Practices upon request.

You have the right to complain to MSAD No. 75 School-Based Health Center and to the Secretary of the U.S. Department of Health and Human Services if you believe your privacy rights have been violated. To file a complaint, please contact MSAD No. 75 School-Based Health Center as set forth in this Notice. Nobody is permitted to retaliate against you for filing a complaint.

For further information about MSAD No. 75 School-Based Health Center's privacy policies, please contact:

Laurel L. Reever, FNP-C

MSAD No. 75 School-Based Health Center

73 Eagles Way

Topsham, Maine 04086

(207) 729-2951, ext. 8024

**Please retain for your records.**