

Step by Step Family Services

Notice of Privacy Practices

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

Definitions:

Individually Identifiable Health Information is health and demographic information collected from an individual (whether oral or recorded in any form or medium) that (i) is created or received by Step by Step Family Services and (ii) relates to (a) the past, present, or future physical or mental health or condition of an individual, (b) the provision of health care to an individual, or (c) the past, present, or future payment for the provision of health care to an individual, and that identifies the individual or with respect to which there is a reasonable basis to believe the information can be used to identify the individual.

Protected Health Information is Individually Identifiable Health Information that is (i) transmitted by electronic media, (ii) maintained in electronic media, or (iii) transmitted or maintained in any other form or medium.

Our Responsibilities:

Federal law requires that we maintain the privacy of your PHI and provide you with this Notice of our legal duties and privacy practices. We are required to notify affected individuals following a breach of unsecured PHI. We are required to abide by the terms of this Notice, which may be amended from time to time. We reserve the right to change the terms of this Notice and to make new Notice provisions effective for all PHI that we maintain. We will promptly revise this Notice whenever there is a material change to the uses or disclosures, your rights, our duties, or other practices stated in this Notice.

How We May Use or Disclose PHI For Treatment, Payment, and Health Care

Operations:

For Treatment. We may use and disclose your PHI to coordinate or manage your care within Step by Step Family Services and with individuals or organizations outside of our agency involved in your care.

For Payment. We may include PHI in invoices to collect or provide payment to or from third parties for the care you receive through Step by Step Family Services.

To Conduct Health Care Operations. We may use and disclose PHI for our own operations and as necessary to provide quality care.

Disclosures You May Authorize Us to Make:

We will not use or disclose your PHI without your authorization except as described in this Notice.

Your Rights With Respect To PHI:

Right to a Personal Representative
Right to Request Restrictions
Right to Receive Confidential Information
Right to Inspect and Copy Your PHI
Right to Amend Your PHI
Right to Know What Disclosures Have Been Made
Right to a Paper Copy of This Notice

Notice of Confidentiality of Substance Use Disorder Client Records:

Confidentiality of Substance Use Disorder client records maintained by Step by Step Family Services is protected by Federal Law and Regulations.

Health Information Exchange Notice:

Step by Step Family Services participates in one or more Health Information Exchanges. You may receive a copy of the form required to opt-out by notifying the agency's Privacy Officer.

Where to File a Complaint:

You have a right to complain to us if you believe that your privacy rights have been violated. Complaints must be submitted in writing.

Contact Person:

If you have questions regarding this Notice of Privacy Practices, please contact our Privacy Officer:

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