

NOTICE OF PRIVACY PRACTICES

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

Children First Center is required by HIPAA to maintain the privacy of your health information and to provide you with notice of its legal duties and privacy practices with respect to your health information. All children and families we serve are guaranteed these rights by federal law. In the event we make a material change in our privacy practices, we will change this Notice and provide it to you or it can be viewed on our Web site. If you have questions about any part of this notice or if you want more information about the privacy practices at Children First Center, please contact:

Kristina Brockhouse, Executive Director
Children First Center
PO Box 562
Auburn, IN 46706
Phone number: (260) 925-3865

How Children First Center may use or disclose your Personal Health Information (PHI):

Our organization collects PHI from you and stores it in a file and on a computer. This is your family case file. The family case file is the property of Children First Center, but the information in the family case file belongs to you. Children First Center protects the privacy of your health information. With your permission, the law permits Children First Center to use or disclose your Personal Health Information to obtain payment, for administrative purposes, and to evaluate the quality of care and service delivery that you receive.

For Treatment: Your PHI may be communicated by fax, mail, computer transmission and telephone to professionals providing treatment or case management services to you for:

- The provision, coordination, or management of such services;
- Consultation between health care providers;
- Consultation between service providers relating to the eligible child and family;
- The referral for services from one provider to another.

For Payment: Your PHI may be communicated by fax, mail, telephone and computer transmission to facilitate reimbursement or payment for services provided to you and/or child. This may include:

- Billing and related data processing;
- Electronically transmitting billing data that contains your PHI;
- Medical necessity and appropriateness of care reviews or services, provided, evaluations and IFSP's.

For Administrative Operations: Children First Center may use and disclose you or your child's PHI for operational purposes. Administrative or operational purposes include, but are not limited to:

- Conducting quality assessments and improvement activities;
- Conducting or arranging medical review, legal services, audit services, fraud and abuse detection, audit and compliance programs;
- Business planning and development;
- Post Cards left at your family's last known address notifying you of an attempted visit.
- An Enrollment List is provided to Children First Center staff that need to know such information.

All aspects of the data collection, maintenance and utilization are protected under the Family Education Rights and Privacy Act (FERPA) and the Health Insurance Portability & Accountability Act Privacy Rule (HIPAA). All personal information collected will be treated as confidential pursuant to the IC 4-1-6 et seq. I.C. 5-14-3-4 and 410 IAC 3.2-10, 42CFR 51A. As the parent/legal guardian, access to information stored in the data base is also available to you upon request.

Required by Law: As required by law, we may use and disclose your Personal Health Information. For example:

- For judicial and administrative proceedings pursuant to legal authority;
- To report information related to victims of abuse, neglect or domestic violence;
- To assist law enforcement officials in their law enforcement duties; or
- To assist public health officials, avert a serious threat to the health or safety of you or any other person.

Parental Consent:

Children First Center ensures families enrolled in our programs the following:

- To the best of our ability the agency will provide communications to families in their native language;
- Will seek informed consent before any service delivery is conducted involving your family;
- Will protect, according to law, the confidentiality of Personal Health Information concerning the family and/or the eligible child;
- Will destroy, according to law, personal records of the family and/or the eligible child after the required length of time;
- Will provide parents, at their request the opportunity to inspect and review records of an eligible child relating to evaluations and assessments, eligibility determinations, development and implementation of IFSP's, individual complaints dealing with the child, and other records about the child and the family;
- Will provide an opportunity for a parent who believes information in his or her child's records is inaccurate; or misleading, or violates the privacy or other rights of the child, may request the Children First Center to amend the information;
- Will provide, on request, a parent the opportunity for a hearing, to challenge information contained in his or her child's records that the parent believes is inaccurate, misleading or otherwise in violation of privacy or other rights of the child.

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 medical 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 each of our facilities and on the Children First Center website. Each time you register at Children First Center for services, we will offer you a copy of the current notice in effect.

Violation of the Federal law and regulations by a program is a crime. Suspected violations may be reported to appropriate authorities in accordance with Federal regulations.

Federal law and regulations do not protect any information about a crime committed by a client either at the program or against any person who works for the program or about any threat to commit such a crime.

Federal laws and regulations do not protect any information about suspected child abuse or neglect from being reported under State law to appropriate State or local authorities.

Children First Center will not share a client's PHI for another other reason, other than stated above, without the client's permission and signed consent.

Client Grievance

If any client believes his/her privacy rights have been violated, you may file a complaint with Children First Center or with the Secretary of the Department of Health and Human Services (HHS). To file a complaint with Children First Center, contact Children First Center Human Resource Coordinator at PO Box 562, Auburn, Indiana 46706. All complaints must be submitted in writing. You will not be penalized for filing a complaint.

If you have any questions, please contact the HR Coordinator at (260) 925-3865. You may also contact the Privacy Officer at (574) 267-7196. The client may also call the Consumer Service Line of the Indiana Division of Mental Health at (800) 901-1133. You have the right to contact and consult with legal counsel.