



# Livingston

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## Family Center



### Privacy Practices

Effective May 2013

The Livingston Family Center (LFC) is a private, non-profit agency that understands the personal nature of your health information and maintains confidential records to ensure your privacy. The Health Insurance Portability and Accountability Act (HIPAA) and Michigan State law are intended to protect your personal health information (PHI). HIPAA and State law have different PHI requirements. LFC will abide by the strongest law available to protect your PHI. PHI includes identifiable information about your health care and payment for that health care. If the LFC privacy practices are changed, a new notice will be issued.

#### Permitted use or disclosure

**Treatment:** LFC may use and disclose your PHI to carry out treatment functions. LFC may disclose your name and appointment time when contacting you regarding an appointment time.

**Payment:** LFC may disclose PHI for determining coverage, eligibility, funding, billing, claims management, medical data processing, stop loss/ reinsurance and reimbursement. Medical information will be disclosed to an insurance company, third party payer, or other health care provider involved in the payment of your medical bill and will include copies or excerpts of your medical records which are necessary for payment of your account or to obtain pre-approval for payment for treatment.

**Operations:** LFC may use and disclose PHI during routine health care operations including quality assurance, utilization review, medical review, internal auditing, accreditation, certification, licensing or credentialing activities of LFC, and for educational purposes. Example: LFC will need to share demographic information, diagnosis, treatment plan and health status for population based activities relating to improving health or reducing health care costs, protocol development, case management and care coordination, and contacting health care providers in order to operate the business in an efficient, safe, and legal manner.

#### Use or disclosure requiring authorization

**Authorization:** Any uses or disclosures that are not for treatment, payment, or operations, and that are not permitted or required for public policy purposes or by law will be made only with written authorization. You have the right to revoke an authorization at any time.

#### Use or disclosure permitted by public policy or law without authorization.

**Law enforcement:** PHI may be disclosed as required by law enforcement. Examples include responding to a court order or subpoena, identifying a criminal suspect or missing person, or providing information about a crime victim or criminal conduct, or potential harm to self or others.

**Abuse:** PHI will be disclosed as required by local, state or federal law. Information will be reported concerning victims of abuse, neglect, domestic violence or fraudulent prescription activity.

**National Security:** PHI may be disclosed to appropriate agencies, if the information is relevant to national security.

#### Health information rights

LFC must maintain all records concerning your sessions and treatment plans by LFC. You have the following rights concerning your PHI:

**Access:** You have the right to access your PHI and to inspect and copy your PHI as long as we maintain it except for: psychotherapy notes, information that will be used in a civil, criminal or administrative action or proceeding, and where prohibited or protected by law. You must make your request to access and copy PHI in writing to LFC. LFC will respond within 30 of the receipt of the request. LFC will notify you in writing of the response to your request. There may be a reasonable copy fee for requested information.

LFC will deny your request for access to PHI without giving you an opportunity to review that decision if: You do not have the right to inspect the information or it is prohibited or protected by law. Under other limited circumstances.

**Questions and Complaints:** If you believe your privacy rights have been violated or have questions regarding your privacy right, please contact LFC by telephone or in writing at the contact information on this page. You have the option of submitting a written complain to the U.S. Department of Health and Human Services. No retaliation will occur if a complaint is filed.