



Notice of Privacy Practices DCCCA, Inc.

This notice describes:

- How health information about you may be used and disclosed
- Your rights regarding your protected health information
- How to file a complaint concerning a violation of the privacy or security of your health information, or of your rights concerning your protected health information

You have the right to receive a copy of this notice (in paper or electronic format) and to discuss this document or any questions you may have with the Compliance Department at 785-841-4138 or by email at info@dccca.org.

DCCCA utilizes video security monitoring for the safety and security of the employees, volunteers, vendors, and clients associated with the organization. Footage may be used to ensure the protection of individuals, property, and assets.

DCCCA Inc. maintains client records consisting of personal, financial, social, and medical information. By law, DCCCA Inc. is required to protect your confidential health information. DCCCA protects your information by adhering to the following guidelines:

- Keeping your health information private and secure
- Providing you with a copy of this notice
- Following all federal guidelines regarding confidentiality of records
- Informing individuals if there is a data breach that impacts individual information

The following information is considered protected information and will not be disclosed without the appropriate consent, or in emergency situations that are noted in this document:

- Mental Health Treatment
- Substance Use Disorder (SUD) Treatment
- Medical and Psychiatric Care
- Billing and Insurance Information
- Name, Address and Contact Information

If you are a client receiving SUD treatment at DCCCA, we will ask you to sign a consent form prior to sharing your SUD treatment records for treatment, payment or health care operations. Once you sign a consent:

- We may share your SUD treatment information as allowed by law
- You may revoke your consent at any time in writing
 - Revoking your consent does not change information that was shared prior to revoking your consent

SUD Treatment Records

- Cannot be used against you in criminal court without a special court order
- Cannot be used to investigate or charge you because you received SUD treatment
- Cannot be used to discriminate against you in housing, jobs, or healthcare

Your information may be shared without your permission in the following situations allowed or required by law:

- Medical Emergencies
- Reporting of child or elder abuse and/or neglect
- Preventing serious threats to someone's safety
- Public health reporting of certain diseases
- Court orders that meet federal requirements



- Government audits or inspections

Although your health records for the services received at DCCCA Inc. are the physical property of DCCCA Inc., you have certain rights regarding the information contained in your health records. Your rights under federal privacy regulations include the following:

- You have the right to obtain a copy of this privacy notice
- You have the right to discuss this notice with a designated contact person or office that has been identified. At DCCCA Inc., you can contact the Compliance Department. This department can be contacted at 785-841-4138 or by email at info@dccca.org
- You have the right to elect not to receive fundraising communications
- You have the right to request a correction or amendment to your health information
 - DCCCA Inc. does not have to grant the request if the record was not created by our agency. In such instances, you must seek corrections or amendments from the agency that created the record. If the external agency corrects or amends the information, we will file the change in our records. We do not have to grant the request if the record is accurate and complete, or if the record is not available to you as described above. If your request for amendment or change is denied, DCCCA Inc. will inform you of the reason for denial. If the request is granted, the change will be made in the record, and the correction/amendment will be distributed to those individuals you consent to needing the information regarding the change. When appropriate, the correction/amendment will be distributed to other entities as authorized.
- You have the right to inspect and obtain a copy of your health information upon written request. This right is not absolute, and in certain situations access to information can be denied. These situations for denial to access are described below, however other circumstances not listed can result in denial:
 - The information was generated by an entity other than DCCCA Inc.
 - Psychotherapy notes and/or SUD counseling notes that were obtained from someone other than a healthcare provider under a promise of confidentiality are not covered by this right to access
 - The access is reasonably likely to endanger the life or physical safety of the individual or another person as determined by a qualified mental health professional
 - Health information that refers to another person, other than the client, and such information is likely to cause substantial harm to the other person, as determined by a qualified mental health professional
 - The request is made by the individual's designee and providing the information to the designee is likely to cause substantial harm to the individual or another person, as determined by a qualified mental health professional

Any denials to access will be determined by the Program Director, and a written explanation of the reason for denial will be provided to the client within 60 days of the denial.

- You have the right to request restrictions on use and disclosures of your protected health information for treatment, payment and health care operations. The consent to use and disclose your health information provides the ability to request restrictions, however we do not have to agree to the restriction, unless the disclosure is made to a health plan for the purpose of carrying out payment or healthcare operations. Otherwise, it is not required by law, and their record pertains solely to a healthcare item or service for which the client, or person other than the health plan on behalf of the client, has paid for the SUD services in full
 - The right to request restriction does not extend to uses or disclosures that are permitted or required under the following:
 - §164.503(a)(2)(i)-disclosures to you
 - §164.510(a)-for facility directories, but note that you have the right to object to such uses
 - §164.512-uses and disclosures not requiring consent or authorization. This includes those required by law such as mandated reporting.



- You have the right to obtain an accounting of disclosures for “non-routine” purposes for the past six years as described in 45 CFR §164.528. The following is a list of accounting of disclosures that will not be provided
 - The facility directory §164.510
 - National security or intelligence purposes under §164.512(k)(2)
 - Those made to correctional institutions or law enforcement agencies under §164.512(k)(5)
 - Those made prior to April 14, 2003
- You have the right to obtain an accounting of disclosures of records for the past three years if those uses or disclosures were for treatment, payment, and/or healthcare operations purposes as defined by 42 CFR §2.24
- You have the right to revoke your consent or authorization, except to the extent that of what has already been communicated prior to revoking the consent. Once information is disclosed with a consent for treatment, payment or healthcare operations, the recipient may redisclose the information in accordance with the Health Insurance Portability and Accountability Act (HIPAA) and other applicable laws. However, federal law prohibits the use of disclosure of SUD records in criminal proceedings against individuals without a specific court order
- You have the right to be free from discrimination. Federal law prohibits discrimination against me based on information about my substance use disorder treatment. SUD records may not be used to discriminate anyone regarding housing, employment, access to health care, and/or access to courts or legal proceedings

If you believe your privacy rights have been violated, you can file a complaint with the Director of Compliance or with the Secretary of Health and Human Services. There will be no retaliation for filing a complaint. If you would like to file a complaint with the Director of Compliance, you may contact the confidential reporting hotline at 785-838-5190 or email the confidential email at speakup@dccca.org. If you wish to make a complaint to the Secretary of Health and Human Services, you may do so by email OCRCComplaint@hhs.gov or by mailing a written complaint to:

Centralized Case Management Operations
U.S. Department of Health and Human Services
200 Independence Avenue, S.W.
Room 509F HHH Bldg.
Washington, D.C. 20201

DCCCA Inc. is required by law to maintain the privacy of records, to provide clients with this notice of its legal requirements, and privacy practices with respect to records. DCCCA Inc. is required by law to notify affected clients following a break of unsecured records. DCCCA Inc. is required to abide by the terms of this notice.

DCCCA Inc. reserves the right to change our privacy practices and to make the new provisions effective for all individually identifiable health information we maintain. If we change our privacy practices, you will be notified and a copy of the new notice will be available on our website or in print and email.

If you have any questions about this policy, please write or call:

Compliance Department
DCCCA Inc.
3312 Clinton Pkwy
Lawrence, KS 66047
785-841-4138
info@dccca.org