

METROPOLITAN ORGANIZATION TO COUNTER SEXUAL ASSAULT  
HIPAA Notice of Patient Privacy Practices

Effective Date: July, 2004

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

This "Notice" describes the Metropolitan Organization to Counter Sexual Assault's privacy practices and how we may use and disclose your protected treatment and intervention information. It describes our responsibilities required by law and your rights to access and to control your private and protected treatment and intervention information. "Protected health information" is private information about you, including demographic information, that may identify you and that relates to your past, present, or future physical or mental health or condition and related treatment services. An explanation of this information and how it is used and disclosed is provided on the following pages.

If you have any questions about this notice, please ask any staff member to contact the Privacy Officers who will speak with you.

## SECTION A: WHO WILL FOLLOW THIS NOTICE?

This notice describes MOCSA's practices and that of:

Treatment and Intervention staff members authorized to enter information into your treatment file.

All departments of MOCSA

Any member of a trained volunteer group we allow to help you while you are at MOCSA

All employees, staff and other personnel of MOCSA

MOCSA, the members of its workforce and professionals may have access to and share information for treatment and payment described in this notice.

## SECTION B: OUR PLEDGE REGARDING TREATMENT AND INTERVENTION INFORMATION.

We understand that treatment and intervention information about you and your health is personal. We are committed to protecting treatment and intervention information about you. We create a record of the services you receive at MOCSA. We need this record to provide you with quality service and to comply with certain legal and contractual requirements. This notice applies to all of the records of your service generated or maintained by MOCSA

This notice will tell you about the ways in which we may use and disclose treatment and intervention about you. We also describe your rights and certain obligations we have regarding the use and disclosure of treatment and intervention information.

We are required by law to:

Use our best efforts to keep treatment and intervention information that identifies you private

Give you this notice of our legal duties and privacy practices with respect to treatment and intervention information about you.

Follow the terms of the notice that is currently in effect

## SECTION C: HOW WE MAY USE AND DISCLOSE TREATMENT AND INTERVENTION INFORMATION ABOUT YOU.

The following categories describe different ways that we use and disclose treatment and intervention information. For each category of uses or disclosures, we will explain what we mean and try to give some examples. Not every use or disclosure in a category will be listed. However all of the ways we are permitted to use and disclose information will fall within one of the categories.

Treatment and Intervention- We may use information about you to provide you with treatment and intervention services. We may disclose treatment and intervention information about you to therapists, specialists, interns, volunteers of other MOCSA personnel who are providing services to you at the agency.

Payment- We may use and disclose treatment and intervention information about you so that the services you receive at MOCSA may be billed and payment may be collected from you, or a third party. For example, we may need to give Medicaid information about services you received at MOCSA so the plan will pay us.

Treatment and Intervention Operations- We may use and disclose treatment and intervention information about you for MOCSA operations. These uses and disclosures are necessary to run MOCSA and make sure that all of our clients receive quality services. For example, we may use treatment and intervention information to review our treatment and intervention services and to evaluate the performance of our staff. We may also disclose information to therapists, intervention specialists, and other MOCSA personnel for review and learning purposes. We may also combine the treatment and intervention information we have with treatment and intervention information from other entities to compare how we are doing and see where we can make improvements in the services we offer. We may remove information so others may use it to study mental health, sexual violence and service delivery without learning who the specific clients are.

Appointment Cancellations- We may use and disclose information to contact you if your appointment at MOCSA needs to be cancelled. We may leave a brief message for you on your answering machine/voicemail system unless you tell us not to.

As Required by Law- We will disclose treatment and intervention information about you when required to do so by federal, state or local law.

To Avert a Serious Threat to Health or Safety- We may use and disclose treatment and intervention information about you when necessary to prevent a serious threat to your health and safety or the health and safety of the public or another person. Any disclosure, however, would only be to someone able to prevent the threat.

Law Enforcement- We may disclose treatment and intervention information about you when a therapist or intervention specialist is under court order to disclose information of when it is required by law.

#### SECTION D: YOUR RIGHTS REGARDING MEDICAL INFORMATION ABOUT YOU

Although your treatment record is the physical property of MOCSA, that created it, the information belongs to you. You have the following rights regarding treatment and intervention information we maintain about you:

Right to Inspect and Copy- You have the right to inspect and copy some of the treatment and intervention information that may be used to make decisions about your care. If you request a copy of the information, we may charge a fee for the costs of copying, mailing, or other supplies associated with your request. It may take up to 48 hours to provide a copy.

**Right To Request Confidential Communications:**

You have the right to request that we communicate with you about treatment and intervention matters in a certain way or at a certain location. For example, you can ask that we only contact you at work or by mail. We will not ask you the reason for your request. We will accommodate all reasonable requests. Your request must specify how or where you wish to be contacted. To request restrictions, you must complete, in writing a *Request for Privacy Restrictions* and *Alternative Communications* form, and return it to your therapist or intervention specialist.

**Right To A Paper Copy Of This Notice:**

You have the right to a paper copy of this notice. You may ask us to give you a copy of this notice at any time.

SECTION E: 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 treatment and intervention 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 at MOCSA. The notice will contain on the first page, in the top left-hand corner, the effective date.

SECTION F: COMPLAINTS

If you believe your privacy rights have been violated, you may file a complaint with the agency by contacting the Privacy Officers at (816)931-4527. You may also send your complaint to the Office of Civil Rights, U.S. Department of Health and Human Services, 601 East 12<sup>th</sup> Street, Room 248, Kansas City, Missouri 64106. Voice phone: (816)426-7278. FAX: (816)426-3686. All complaints must be submitted in writing. **You will not be penalized for filing a complaint.**

#### SECTION G: OTHER USES OF TREATMENT AND INTERVENTION INFORMATION.

Other uses and disclosures of treatment and intervention information not covered by this notice or the laws that apply to us will be made only with your written permission. If you provide us permission to use or disclose treatment and intervention information about you, you may revoke that permission, in writing, at any time. If you revoke your permission, we will no longer use or disclose treatment and intervention information about you for the reasons covered by your written authorization. You understand that we are unable to take back any disclosures we have already made with your permission, and that we are required to retain our records of the care that we provided you.

#### SECTION H: ORGANIZED TREATMENT AND INTERVENTION ARRANGEMENT.

The therapists, intervention specialists, and staff of MOCSA have agreed, as permitted by law, to share your treatment and intervention information among themselves for purposes of your treatment or payment operations. This enables us to better address your treatment and intervention needs.