

WABANAKI HEALTH AND WELLNESS

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 AND EXERCISE YOUR RIGHTS REGARDING THIS INFORMATION. PLEASE REVIEW IT CAREFULLY. WE ENCOURAGE YOU TO ASK QUESTIONS IF ANY PART IS UNCLEAR.

Wabanaki Health and Wellness is required by law to maintain the privacy of certain confidential healthcare information known as Protected Health Information (PHI), and to provide you with a notice of our privacy practices with respect to clients' PHI. While required to abide by the terms of the notice that is currently in effect, Wabanaki Public Health and Wellness reserves the right to change privacy practices at any time. If privacy practices change, Wabanaki Public Health and Wellness will provide you with a revised notice at your next visit following the change. It will also be posted in our facilities and on our website at <https://wabanakiphw.org>

Use of Your Health Care Information

Wabanaki Public Health and Wellness may use your PHI without permission for:

- Treatment
- Payment
- Health Care Operations

For example:

- Your PHI may be used to develop a diagnosis and treatment plan, or to coordinate referrals to another health care provider.
- The minimum necessary portions of your PHI may be submitted to your insurance carrier or other third-party payer to secure reimbursement for services rendered on your behalf.
- Your PHI may be used in the course of health care operations, such as licensing, quality assurance, program evaluation, training, during government audits or inspections and insurance reviews.

Business associates performing services on behalf of Wabanaki Public Health and Wellness related to treatment, payment, or health care operations may also have access to your PHI solely for the purpose of providing such services, provided that the business associate has agreed in a contract to maintain the confidentiality of PHI. Business associates are now directly covered and accountable under HIPAA including privacy rules.

Wabanaki Public Health and Wellness may disclose PHI without your authorization as permitted or required by applicable law, including any of the following: to comply with public health statutes and rules; to make required reports of physical/mental abuse or neglect; to comply with health oversight activities by government agencies (for example, licensure or inquiry into fraud and abuse); to comply with a court order arising from judicial or administrative proceedings, government or judge's subpoena, a law enforcement warrant to locate a suspect, stop a crime, or to avert a serious threat to

the health and safety of a person or the public at large or other lawful process; for military, national defense and security and other government special functions; for research purposes; in the event of your death, to a medical examiner and funeral director.

Wabanaki Public Health and Wellness may use your PHI to contact you for appointment reminders, or to provide information about treatment alternatives or other health services. Except as described above, Wabanaki Public Health and Wellness will not disclose your PHI, except with your written authorization. You may revoke your authorization at any time by giving written notice of revocation to Wabanaki Public Health and Wellness

Your Rights

You have the right to request restrictions on the use and disclosure of your PHI except in matters that are permitted or required by law. Otherwise, Wabanaki Public Health and Wellness is not required to agree to a requested restriction, and it is agency policy not to agree to such restrictions unless Wabanaki Public Health and Wellness determines, in its sole discretion, that a compelling reason exists to do so. Exception: You do have the right under the privacy rules to restrict disclosure of PHI to a health plan for payment if you paid the charge out of pocket in full for the service(s) provided during that visit.

You have the right to receive communications from Wabanaki Public Health and Wellness in a confidential manner. If you would like Wabanaki Public Health and Wellness to use another address, telephone number or other means to contact you, you must request so in writing. Wabanaki Public Health and Wellness will accommodate reasonable requests.

You have the right to receive an accounting of disclosures of your PHI that you have not authorized. The accounting will likewise not include PHI used or disclosed for purposes of treatment, health care operations, or payment. To receive such an accounting, please contact Wabanaki Public Health and Wellness at the address given below.

You have the right to inspect and copy your PHI. If you wish to do so, you will be provided an opportunity to inspect your PHI within 30 days of receipt of your written request. You may be charged reasonable costs of copying your information, or of preparing any summaries that you request. PHI held electronically can be provided in electronic format if so requested.

You have the right to amend your PHI. If you wish to do so, please submit the proposed amendment in writing to Wabanaki Public Health and Wellness at the address given below. All proposals will be considered and discussed with the client before adding the amendment to the record.

Wabanaki Public Health and Wellness is lawfully required to notify you in case of a breach of your PHI when it has been, or is reasonably believed to have been, accessed, acquired, used or disclosed in violation of privacy regulations.

You have the right to a copy of this Notice of Privacy Practices upon request.

You have the right to complain to Wabanaki Public Health and Wellness' Privacy Officer and to the Secretary of the U.S. Department of Health and Human Services if you believe your privacy rights have been violated. To file a complaint, please contact Wabanaki Public Health and Wellness as set forth in this notice. Nobody is permitted to retaliate against you for filing a complaint.

HealthInfoNet

Wabanaki Public Health and Wellness participates in HealthInfoNet, the statewide health information exchange (HIE) designated by the State of Maine. The HIE is a secure computer system for health care providers to share your important health information to support treatment and continuity of care. For example, if you are admitted to a health care facility not affiliated with Wabanaki Public Health and Wellness, health care providers there will be able to see important health information held in our electronic medical record systems.

Your record in the HIE includes prescriptions, lab and test results, imaging reports, conditions, diagnoses or health problems. To ensure your health information is entered into the correct record, also included are your full name, birth date and Social Security Number. All information contained in the HIE is kept private and used in accordance with applicable state and federal laws and regulations. The information is accessible to participating providers to support treatment and healthcare operations.

You do not have to participate in the HIE to receive care. For more information about HealthInfoNet and your choices regarding participation, visit www.hinfonyet.org or call toll-free 1-866-592-4352.

For further information about Wabanaki Public Health and Wellness privacy policies, please contact:

Kelsey Hodgins
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HIPAA Compliance Officer
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