

Circle Park Behavioral Health Services

Notice of Privacy Practices

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

Our Promise

It is the policy of Circle Park to protect the privacy and integrity of its patients' protected health information. This is required by law and by ethical standards. All of the people who work for Circle Park must follow the rules in this Notice of Privacy Practices.

Using Your Health Information - We may use and make known your protected health information without your approval:

- **For treatment, to collect payments or to manage Circle Park.**
- **To tell you about health services, treatment options, or payments.**
- **To remind you of an appointment.**
- **In special situations involving health oversight activities, court orders, a threat against someone's health and safety, a crime involving Circle Park's staff or facilities, child abuse or neglect, or a medical emergency.**

Your Privacy Rights

Although your health record belongs to Circle Park, with a written request you can:

- **Review or ask for a copy of the health information in your medical and billing records.**
- **Ask that your record be changed or that information be added to your record if you feel there is an error.**
- **Ask who received your health information outside of those taking care of you.**
- **Ask that someone not be allowed to see your health information.**
- **Ask that we get in touch with you about your health information in a different manner than we normally do.**
- **Ask for a paper copy of this Notice of Privacy Practices at any time.**
- **Change your mind about allowing us to give someone your health information after you have given your permission.**

Circle Park does have the right to say no to some requests, but we will try to work with you so that your needs can be met.

To File a Complaint

If you think there has been a problem with your privacy rights, you may file a complaint with the Circle Park Privacy Officer at 665-9349, or with the Secretary of the United States Department of Health and Human Services. You will not get in trouble for filing a complaint nor will treatment be withheld from you.

Effective: 4-14-03