Notice of Privacy Practices
Effective Date: September 23, 2013

This notice describes how health information about you may be used and disclosed and how you can access this information. Please review it carefully.

If you have any questions about this notice, please contact the Facility Privacy Official by dialing the following number:

828 213-8540

Contact Mission Health’s Facility Privacy Official, with any questions or to get a copy of our privacy policies.

We are committed to maintaining the privacy of your health information, provide you a description of our privacy practices, and notify you following a breach of unsecured protected health information. We will abide by the terms of this notice.

Uses and Disclosures

How we may use and disclose Health Information about you:

The following categories describe examples of the way we use and disclose health information:

- Treatment: we may use health information about you to provide you treatment or services.
- Payment: we may use health information about you to bill and collect payment for services provided by our company or our business associates.
- Law Enforcement: we may disclose health information about you in a court order, search warrant or subpoena.
- Health Care Operations: we may use or disclose health information about you for quality assessment activities, and services provided in our facility or our business associates.

We may also use and disclose health information as you request, or as required by law, or as otherwise permitted or required by law, such as a valid legal authorization or billing records, but does not include psychotherapy notes. We may deny your request to inspect and copy in certain very limited circumstances. You are denied access to health information if you have been convicted of a criminal offense. The facility, you must complete an access request form to disclose information to a person for whom you are acting as a personal representative, or if you are not required to, we may not be required to, respond to your request. We will comply with the outcome of the review.

- Inspect and Copy: You have the right to inspect and copy a copy of the health information that may be used or disclosed about you in the facility’s records as follows:
- To recently treated, evaluated, or examined
- To be used or disclosed for other purposes as long as the information is kept by or for the facility. Any request for an amendment must be in writing and submitted to the facility. We may deny your request for an amendment and if so, you will be notified of the reasons for denial.

An Accounting of Disclosures:

You have the right to request an accounting of disclosures. This is a list of certain disclosures we make of your health information for purposes other than treatment, payment or health care operations where an authorization was not required.

Responding to a Request for a Copy of Health Information

You have the right to request a copy of your health information, or to have it sent to another person for whom you are acting as a personal representative. If we deny your request, we will tell you why the request is denied.

- Paper Copy: 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. Even if you have agreed to receive this notice electronically, you are still entitled to a paper copy of this notice.
- To the extent any request is made in writing to the facility, a website has a policy you may print or save a copy of the notice by clicking on the Notice of Privacy Practices link.

To obtain any of your health information, please obtain the required forms from the Facility Privacy Official and submit your request in writing.

Chances to this Notice:

We retain the right to change this notice by mailing notice of the change to our patients. We will not make the new notice retroactive to information already shared with you. It will be effective for the date of the mailing and your continued participation in our health care services.

Complaints:

If you believe your privacy rights have been violated, you may file a complaint with the facility by following the procedure outlined in the facility’s Patient Rights documentation. You may file a complaint with the Secretary of the Department of Health and Human Services. All complaints must be submitted in writing.

You will not be penalized for filing a complaint.

Other Uses or Disclosures of Health Information:

We may use and disclose health information as defined in this notice by us to carry out the health care operations of the facility, as permitted by law, such as:

- Food and Drug Administration
- Public Health Authorities
- Correctional Institutions
- Workers Compensation Agencies
- Organ and Tissue Donation Organizations
- Military Command
- Health Oversight Agencies
- Funeral Directors and Necropoleis
- National Security and Intelligence Agencies
- Protectors Services for Domestic Violence and Elder Abuse
- A person or persons able to prevent or lessen a serious threat to health or safety

Law Enforcement enforcement: we may disclose health information to law enforcement officials for purposes such as evidence collection, public health activities, or to report a crime.

For Judicial or Administrative Proceedings: we may disclose protected health information as permitted by law in connection with judicial or administrative proceedings, such as in response to a court order, search warrant or subpoena.

Authorizations Required: we may obtain your written authorization in order to use or disclose psychotherapy notes, use or disclose your protected health information for marketing purposes, or to sell your protected health information.

State Specific Requirements: many states have requirements for reporting including population-based activities relating to improving health or reducing health care costs. Some states have separate privacy laws that may apply in addition to legal requirements. If the state privacy laws are more stringent than federal or state privacy laws, the state law prevails over the federal law.

Your Health Information Rights:

Although your health insurance does not cover the health care services or facility provided by the facility who is entitled to your health information. You have the right to:

- Inspect and Copy: You have the right to inspect and copy a copy of the health information that may be used or disclosed about you. This right is subject to certain limitations described in this notice.
- To recently treated, evaluated, or examined
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