

## Notice of Privacy Practices

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

If you have questions about the material in this notice, please contact Catholic Charities of the Diocese of Lexington's Executive Director, Meg Campos, at (859) 253-1993 ext. 1036. If you believe that your privacy rights have been violated, you may file a written complaint to: Meg Campos, Executive Director, CCDL, 1310 W. Main Street, Lexington, KY 40508, or to the U.S. Secretary of the Department of Health and Human Services. A complaint must be filed within 180 days of when you knew or should have known that the act or omission occurred.

### Who will follow this notice?

Catholic Charities of the Diocese of Lexington (CCDL) provides a variety of behavioral health care services to clients in collaboration with other professionals and organizations like insurance companies and physicians.

The information about privacy practices contained here will be followed by:

- Any behavioral health care professional who provides services, either in the offices of CCDL or at other locations;
- All administrators, employed associates, staff, and volunteers at CCDL;
- All administrators, employed associates, staff, and volunteers at the Roman Catholic Diocese of Lexington; and,
- Any business associate with whom we share health information.

### Our Pledge to You

We understand that information about you and the services you receive is personal. We are committed to protecting your privacy. We create a record of the services you receive in order to provide quality care and to comply with the legal, moral and ethical requirements of the professions of our staff. This notice applies to all of the records of your care that we maintain whether created by our staff or others who have served you and who, with your permission, have shared that information with us.

We are required by law to:

- Keep behavioral health information about you private;
- Give you this notice of our privacy practices; and,
- Follow the terms of the current notice.

We promise to protect your interests and to share information to the minimum degree necessary to provide you with the best possible care.

**We may use and disclose information about you:**

- to improve your *treatment*, such as in a conversation between your service provider and a supervisor.
- for *payment* purposes, such as with an accounting clerk; and
- to carry out our internal *health care operations*, such as statistical data gathering.

We may use and disclose protected health information for public health purposes, abuse or neglect reporting, health oversight or licensing audits or inspections, certain clinical studies and in the case of emergencies.

We must disclose information *when required by law*, such as in response to a request by law enforcement

officers or in response to a subpoena, judicial or administrative order.

We may use private information, such as your address or telephone number, to contact you for appointment reminders, to tell you about other services that may be of interest to you, or to ask you to support our fundraising efforts. You have the right to limit these contacts.

For any other use or disclosure of your medical information, we must have your written authorization. You may cancel your written authorization for the use and disclosure of any or all of your medical information, unless we have taken action in reliance on your permission.

Some uses and disclosures that require your authorization are those with respect to psychotherapy notes, some marketing situations or the sale of personal health information.

We are prohibited from using or disclosing genetic information about you for underwriting purposes.

### Changes to this notice

We may change our policies at any time. Changes will apply to information we already hold, as well as new information created after the changes occur. Before we make a significant change in our policies, we will change this "Privacy Notice" and post the new notice in our waiting areas and on our website at [www.CatholicCharitiesLexington.org](http://www.CatholicCharitiesLexington.org).

You can receive a copy of the current notice at any time. The effective date is listed just below the title. You are offered a copy of the current notice when our services begin and you will be asked to acknowledge in writing that you have received it.