

HIPAA Notice of Privacy Practices
Alternatives Pregnancy Center, Inc.
Effective September 1, 2011

To our clients: This notice describes how health information about you, as a client of this practice, may be used and disclosed, and how you can get access to your health information. This is required by the Privacy Regulations created as a result of the Health Insurance Portability and Accountability Act of 1996 (HIPAA).

Our commitment to your privacy: Our center is dedicated to maintaining the privacy of your health information. Alternatives Pregnancy Center is required by law to maintain the confidentiality of your health information. Alternatives Pregnancy Center realizes that these laws are complicated, but we must provide you with the following important information:

Use and disclosure of your health information in certain special circumstances:

The following circumstances may require us to use or disclose your health information:

Treatment: Alternatives Pregnancy Center may consult with other health care providers regarding your treatment, to coordinate and manage your health care with others. Alternatives Pregnancy Center may disclose protected health information about your treatment to another health care provider.

Cooperating with outside legal entities: Alternatives Pregnancy Center may give your health information: 1)To public health authorities and health oversight agencies that are authorized by law to collect information; 2)To lawsuits and similar proceedings in response to a court or administrative order; 3)If required to do so by a law enforcement official; 4)When necessary to reduce or prevent a serious threat to your health and safety or the health and safety of the public (in this case, health information will be disclosed only to a person or organization able to help prevent the threat); 5)If you are a member of U.S. or foreign military forces (including veterans) and if required by the appropriate authorities; 6)To federal officials for intelligence and national security activities authorized by law; 7)To correctional institutions or law enforcement officials if you are an inmate or under the custody of a law enforcement official; 8)For Workers Compensation and similar programs.

Health Care Operations: Alternatives Pregnancy Center may use or disclose protected health information to allow us to improve the quality of care Alternatives Pregnancy Center provides and to reduce health care costs, which may include training programs for our staff.

Your rights regarding your health information:

Communications. You can request that Alternatives Pregnancy Center communicate with you about your health and related issues in a particular manner or at a certain location. For instance, you may ask that Alternatives Pregnancy Center contact you at home, rather than work. Alternatives Pregnancy Center will accommodate reasonable requests.

You can request a restriction in our use or disclosure of your health information for treatment, payment, or health care operations. Additionally, you have the right to request that Alternatives Pregnancy Center restrict our disclosure of your health information to only certain individuals involved in your care or the payment for your care, such as family members and friends. Alternatives Pregnancy Center is not required to agree to your request; however, if we do agree, we are bound by our agreement except when otherwise required by law, in emergencies, or when the information is necessary to treat you.

Right to a copy of this notice. You are entitled to receive a copy of this Notice of Privacy Practices. You may ask us to give you a copy of this Notice at any time.

You have the right to inspect and obtain a copy of the health information that may be used to make decisions about you, including patient medical records, but not including psychotherapy notes. You must submit your request in writing to our Privacy Official. In accordance with the standards of implementation specifications of 45 C.F.R. § 164.524, Provider may grant an individual access to inspect and obtain a copy of protected health information about the individual in a designated record set. The designated record set that is subject to access by an individual is as follows:

a. Medical Records

You may ask us to amend your health information if you believe it is incorrect or incomplete, and as long as the information is kept by or for our practice. To request an amendment, your request must be made in writing and submitted to our Privacy Official. You must provide us with a reason that supports your request for the amendment.

Right to file a complaint. If you believe your privacy rights have been violated, you may file a complaint with our practice or with the Secretary of the Department of Health and Human Services. To file a complaint with our practice, contact our Privacy Official. All complaints must be submitted in writing. You will not be penalized for filing a complaint.

Right to provide an authorization for other uses and disclosures. Our practice will obtain your written authorization for uses and disclosures that are not identified by this notice or permitted by applicable law.

Limited Right to Use Non-Identifying Personal Information from Biographies, Letters, Notes, and Other Sources: Alternatives Pregnancy Center also uses non-identifying protected health information for the following reasons:

Fundraising and promotional purposes that are directly related to our mission, marketing, internal referral, testimonials, sending newsletters or information unrelated to healthcare, and other marketing materials. (You may opt out of this authorization. Special initial authorization is required and attached).

If you have any questions regarding this notice or our health information privacy policies, please contact: Heather Grover, Privacy Official, at the following location. If Heather Grover is not available, contact Marcy McGovern.

**Alternatives Pregnancy Center, Inc.
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