



HeartShare Wellness Ltd.

HIPAA Statement

SHORT PRIVACY NOTICE

This notice briefly describes HeartShare Wellness, Ltd.'s privacy practices and the privacy rights of people we serve.

The HIPAA Privacy Rule **DOES NOT CHANGE** the way you get services from HeartShare Wellness, or the privacy rights you have always had under local, state or federal laws. The Privacy Rule adds some details about how you can exercise your rights.

This notice became effective on April 14, 2003. If you have any questions about this notice, please contact:

HeartShare Wellness, Ltd.
Privacy Compliance Office
12 MetroTech Center, 29th Floor
Brooklyn, NY 11201
phone (718) 422-4300
email Privacy@HeartShare.org

Our Privacy Commitment to You

At HeartShare Wellness, we are committed to protecting your privacy and sharing information about you only with those who need to know and are allowed to see the information to assure that you get quality services.

Your Clinical Information Rights

- You have a right to look at your clinical records and to get a copy. If we deny your request to see your clinical records, you may ask for a review of that denial.

- You may ask HeartShare Wellness to change or amend your clinical record if you believe it is incorrect or incomplete.
- In certain cases, you may ask for a list of the people who have received clinical information about you from HeartShare Wellness.
- You may ask HeartShare Wellness not to use or share your clinical records in some cases.
- You may ask HeartShare Wellness and to communicate with you in a way that keeps your information confidential.
- You may ask for a paper copy of this notice.

How HeartShare Wellness Will Use and Disclose Clinical Information About You

HeartShare Wellness will use or share your clinical information without your consent for the following reasons:

- **Treatment:** To provide you with treatment and services. We may disclose health/clinical information about you to: doctors, nurses, psychologists, social workers, qualified mental retardation professionals (QMRPs), your service coordinator, other HeartShare Wellness personnel, volunteers, or interns who provide you with care; to other providers outside of HeartShare Wellness who provide you with services identified in your services plan or treatment record; or to other providers to obtain new services for you.
- **Payment:** To bill and collect payment from either: you, a third party, an insurance company, Medicare or Medicaid, or other government agencies.
- **Health Care Operations:** For HeartShare Wellness administrative operations, such as: for quality improvement to review our treatment and services; to obtain legal services through HeartShare's General Counsel's Office; to conduct fiscal audits; to conduct research studies; and for fraud abuse and detection.
- **Other reasons allowed by law:** Besides disclosures for treatment, payment, and health care operations, HeartShare Wellness may also use health information about you without your permission when allowed by law. Some examples are: when we are required to do so by federal or state law; for health oversight activities (including audits, investigations,

surveys and inspections); for law enforcement purposes; and to prevent or lessen a serious and imminent threat to your health and safety or to someone else.

Uses and Disclosures that Require Your Agreement or Authorization

If you have no objections, HeartShare Wellness may disclose health/clinical information about you to:

- Family members and friends who are involved in your care, if the information is relevant to their involvement.

For all other types of uses and disclosures, HeartShare Wellness will use or disclose health/clinical information about you only with a written authorization signed by you.

Changes to this Notice

We may change this notice in the future. If we do, we will provide you with a copy at your request after we change the notice. We will also post the revised notice on our web site at HeartShare Wellness [HeartShare Wellness www.heartsharewellness.org](http://www.heartsharewellness.org).

Complaints

If you believe your privacy rights have been violated you can file a complaint with:

HeartShare Wellness
Privacy Officers
HeartShare Privacy Compliance Department
12 MetroTech Center, 29th Floor
Brooklyn, NY 11201
phone (718) 422-4300
fax (718) 858-2344
or email Privacy@HeartShare.org

The Secretary of the U.S. Dept. of Health and Human Services
200 Independence Ave., S.W.

Washington D.C. 20210
phone (877) 696-6775

The Federal Office for Civil Rights Region II
U.S. Dept. of Health & Human Services
Jacob Javits Federal Building
26 Federal Plaza, Suite 3312
New York, NY 10278
phone (212) 264-3313
fax (212) 264-3039
TTY (212) 264-2355