

## Patient's Rights & HIPAA Notice of Privacy Rules

### Patient Rights

Rocky Mountain University Health Clinics (RMUHC) Counseling Clinic will not discriminate in the provision of services to an individual based on the individual's ability to pay, race, color, sex, national origin, disability, religion, age, sexual orientation, or gender identity.

#### As a patient, you are entitled to certain rights, which are:

- Treatment without discrimination regardless of race, age, ethnicity, religion, culture, language, physical or mental disability, gender, gender identity, sexual orientation, socioeconomic status, or source of payment for services.
- Freedom from all forms of abuse and harassment.
- Privacy and security to ensure adequate treatment and confidentiality of all records, except as otherwise regulated by law or your healthcare provider.
- Access to your personal medical record concerning diagnosis, treatment options, and expected outcomes. You can also request that this information be provided to a person who is acting on your behalf. You must sign an Authorization for Use or Disclosure of Health Information Form.

#### Questions & Complaints:

- You have the right to amend your health care information if you feel that it is inaccurate or incomplete. Your request must be in writing and must include an explanation of why the information should be amended. Under certain circumstances, your request may be denied.
- You have a right to file a complaint with RMUHC Counseling Clinic if you feel that we have not complied with our privacy policies. If you feel that we may have violated your privacy rights, or if you disagree with a decision that we have made regarding your protected health information, you can submit a complaint to us in writing. We support your right to the privacy of your information and will not retaliate in any way if you choose to file a complaint with us or with the U.S. Department of Health and Human Services.

### HIPAA Notice of Privacy Rules

The Health Insurance Portability and Accountability Act (HIPAA) Privacy Rule is a measure that provides consumers with necessary privacy rights concerning their health information, including important control over how their health information is used and disclosed by health plans and healthcare providers. Ensuring that strong privacy protections are in place is critical to maintaining an individual's trust in health care providers.

The Privacy Rule recognizes circumstances that arise where health information may need to be shared to ensure the patient receives the best course of treatment.

#### Uses & Disclosure of Protected Health Information:

The practice may use your protected health information to provide treatment, obtain payment for treatment, and conduct health care operations. Your protected health information may be used or disclosed only for these purposes unless the Practice has obtained your authorization for the use or



disclosure is otherwise permitted by the HIPAA privacy regulations or state law. Disclosures of your protected health information for the purpose described in this Privacy Notice may be made in writing, orally, by facsimile, or electronically.

**Operations:**

We may use or disclose your protected health information, as necessary, for our health care operations to facilitate the function of the Practice and to provide quality care to all patients. Health Care operations include such activities as quality assessment and improvement activities, employee reviews, and training programs, including those in which students, trainees, or practitioners in health care learn under supervision, accreditation, certification, licensing or credentialing, review and auditing, including compliance reviews, medical reviews, legal services, and maintain compliance programs, and business management and general administrative activities.

**Appointment Reminders:**

We may use or disclose your protected health information to contact you, a family member, or a friend involved in your health care as authorized by you as a reminder that you have an appointment. We may also leave a message on your answering machine/voicemail system unless you tell us not to.

**Appointments:**

RMUHC Counseling Clinic will use your protected health information to treat and diagnose, take payments, manage health insurance, and perform operational activities.

**Minor Child:**

The Privacy Rule refers to the state or other applicable laws that expressly address the ability of a parent to obtain health information about the minor child. If permitted, the Privacy Rule permits a covered entity to disclose to a parent or provide the parent with access to the minor child's protected health information.