

**WARREN-YAZOO MENTAL HEALTH SERVICES
NOTICE OF PRIVACY PRACTICES**

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

Warren Yazoo Mental Health Service uses information about you for treatment, to obtain payment for treatment, for administrative purposes, and to evaluate the quality of care that you receive. Your information is contained in a medical record that is the physical property of Warren Yazoo Mental Health Service.

How Warren Yazoo Mental Health Service May Use or Disclose Your Health Information:

For Treatment. Warren-Yazoo Mental Health Services may use your health information to provide you with behavioral health services. For example, information obtained by a health care provider, such as a physician, nurse, clinician or other person providing services to you, will be recorded in your record when it relates to your treatment. This information is necessary for providers to determine what treatment you should receive. Providers will also record actions taken by them in the course of your treatment and note how you respond to the actions.

For Payment. Warren-Yazoo Mental Health Services may use and disclose your health information to others for purposes of receiving payment for treatment and services that you receive. For example, a bill may be sent to you or a third-party payor, such as an insurance company or health plan. The information on the bill may contain information that identifies you, your diagnosis, and treatment or supplies used in the course of treatment.

For Health Care Operations. Warren-Yazoo Mental Health Services may use and disclose health information about you for operational purposes. For example, your information may be disclosed to members of the medical staff, risk or quality improvement personnel, and others to:

- Evaluate the performance of staff;
- Assess the quality of care and outcomes in your case and similar cases;
- Learn how to improve our facilities and services; and
- Determine how to continually improve the quality and effectiveness of the health care we provide.

Appointments. Warren-Yazoo Mental Health Services may use your information to provide appointment reminders or information about treatment alternatives or other health-related benefits and services that may be of interest to the individual.

Required by Law. Warren-Yazoo Mental Health Services may use and disclose information about you as required by law. For example, we may disclose information for the following purposes:

- For judicial and administrative proceedings pursuant to legal authority;
- To report information related to victims of abuse, neglect or domestic violence; and
- To assist law enforcement officials in their law enforcement duties.

Public Health. Your health information may be used or disclosed for public health activities such as assisting public health authorities or other legal authorities to prevent or control disease, injury, or disability, or for other health oversight activities.

Decedents. Health information may be disclosed to funeral directors or coroners to enable them to carry out their lawful duties.

Health and Safety. Your health information may be disclosed to avert a serious threat to the health or safety of you or any other person pursuant to applicable law.

Government Functions. Specialized government functions such as protection of public officials or reporting to various branches of the armed services that may require use or disclosure of your information.

Workers Compensation. Your health information may be used or disclosed in order to comply with laws and regulations related to Workers Compensation.

Your Health Information Rights

You have the right to:

- Request a restriction on certain uses and disclosures of your information as provided by 45 CFR §164.522; however, Warren-Yazoo Mental Health Services is not required to agree to a requested restriction;
- Obtain a copy of the notice of information practices upon request;
- Inspect and obtain a copy of your health record as provided for in 45 CFR §164.524;
- Amend your record as provided in 45 CFR § 164.526;
- Request communications of your information by alternative means or at alternative locations;
- Revoke your authorization to use or disclose information except to the extent that action has already been taken; and
- Receive an accounting of disclosures made of your information as provided by 45 CFR §164.58.

Complaints

You may complain to Warren-Yazoo Mental Health Services and the Department of Health and Human Services if you believe your privacy rights have been violated. You will not be retaliated against for filing a complaint.

Obligations of Warren-Yazoo Mental Health Services

Warren-Yazoo Mental Health Services is required to:

- Maintain the privacy of protected health information;
- Provide you with this notice of its legal duties and privacy practices with respect to your information;
- Abide by the terms of this notice;
- Notify you if we are unable to agree to a requested restriction on how your information is used or disclosed;
- Accommodate reasonable requests you may make to communicate information by alternative means or alternative locations; and
- Obtain your written authorization to use or disclose your information for reasons other than those listed above and permitted under law.

Warren-Yazoo Mental Health Services reserves the right to change its information practices and to make the new provisions effective for all protected health information it maintains. Revised notices will be made available to you by the staff responsible for the maintenance of your medical record.

Contact Information

If you have questions or complaints, please contact:

Quality Assurance/ Compliance Officer

(601) 638-0031

visit our web page at <http://www.warren-yazoo.org/>