How Your Protected Information May be Used and Disclosed

Treatment Purposes
- Mental health professionals, therapists, caseworkers and others involved in your services.
- Information that can be used to identify you relating to your medical care or payment for your medical care is protected by state and federal law ("Protected Health Information or Protected Information").

Your Rights
- Federal law grants you certain rights with respect to your Protected Information. Specifically, you have the right to:
  1. Provide you with notice of our legal duties and Foundation 2’s policies regarding the use and disclosure of your Protected Information;
  2. Maintain the confidentiality of your Protected Information in accordance with state and federal law and Foundation 2’s policies;
  3. Review your requested limits regarding the use and disclosure of your Protected Information and inform you if these restrictions will be used;
  4. Allow you to inspect and review your Protected Information for a fee (You may be charged a reasonable fee.) your Protected Health Information in the presence of Foundation 2 staff as designated by Foundation 2 during our regular business hours pursuant to any legal restrictions. This access may be limited based on various factors including the type of information requested and if the information involves someone other than you;
  5. Act on your request to amend Protected Health information within sixty (60) days and notify you of any denial, which would require us to extend the deadline by the permitted thirty (30) day extension. Although this does not guarantee that amendment will occur. Foundation 2 will determine in its sole discretion if the amendment is appropriate;
  6. Accommodate reasonable requests to communicate Protected Information by alternative means or methods; and Abide by the terms of this notice.

How Your Protected Information May Be Used and Disclosed
- Financially may be used or disclosed for provision of services, treatment, payment or for running Foundation 2, or as required by law.
- Protected information maybe shared/forwarded in person, on the phone, by mail, fax, or by a third party.

Payment Purposes
- Your Protected Information may also be used or disclosed for payment purposes. It is necessary for us to use or disclose your Protected Information so that treatment and services can be provided to you or to receive payment for services or to be reimbursed for services that are provided by us may be billed and collected from you or our insurance company, DSHS or another group. Bills requesting payment will usually include information that identifies you, services received and supplies used. It may also be necessary to release Protected Information to obtain prior approval for services or to assess the type of services needed.

Facility Care Operations
- Your Protected Information may be used for quality assurance purposes. We may use or disclose Protected Information to improve the quality of care, treatment or services at Foundation 2. However, we will take reasonable steps to ensure that personal identifiers are removed.

Emergency Use
- If an emergency situation exists, and providing you with this notice is not practicable, we may use or disclose your Protected Information to the extent necessary during the emergency.

Notification
- Unless you have informed us otherwise, your Protected Information may be used or disclosed by us to notify or assist in notifying you, a family member, or other person responsible for your care. This may include appointment reminders such as postcards.

Communication with Family Members and Caregivers
- With your permission or by court or agency order, we will release Protected Information to a family member, relative or other person who is involved in your care to the extent necessary for them to participate in your care.

Research Purposes
- In some instances, your Protected Information may be used or disclosed for research purposes. All research projects that use Protected Information are subject to a special approval process that will, among other things, evaluate the precautions used to protect medical information. In some cases, information that identifies you as receiving services will be removed.