



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 REVIEW IT CAREFULLY.

The Senior Citizens Council dba the Hub...on Smith (the Hub) provides many types of health-related services, programs and activities which requires the collection or creation of sensitive individual information also known as protected health information (PHI). The Hub is required by both state and federal law to maintain the privacy of its clients' PHI, to provide notice of its legal duties and privacy practices with respect to PHI to its clients, and to notify affected individuals following a breach of unsecured PHI.

This notice of privacy practices (NoPP) describes how the Hub may use or disclose your PHI. The Hub is required to follow the terms of its most current NOPP. The Hub may change its NoPP. A copy of the new NoPP will be posted at all Hub facilities and on the Hub website as required by law. Changes to the NoPP may apply to both your existing and future PHI and records. You can obtain a copy of the current NoPP from any Hub program or on-line at www.thehubonsmith.org

Use and Disclosure Without Your Authorization

For treatment. The Hub may use or disclose PHI to health care providers who are involved in your health care. For example, PHI may be shared to create and carry out a plan for your care and services.

For payment. The Hub may use or disclose PHI to receive payment or to pay for the health care services you receive. For example, the Hub may provide PHI to bill your long-term care insurance plan for health care provided to you.

For health care operations. The Hub may use or disclose PHI to manage its programs and activities. For example, the Hub may use PHI to review the quality of the services you receive.

For appointments and informative purposes. The Hub may send you information about health services that may be of interest to you.

For public health activities. The Hub may use or disclose PHI to maintain vital records and track some diseases as required by law.

For health oversight activities. The Hub, in its capacity as a health oversight agency, may use or disclose PHI to inspect or investigate healthcare providers. The Hub may disclose PHI to another health oversight agency for oversight activities authorized by law (e.g., to a health oversight agency conducting an audit of the Hub).

As required by law for law enforcement. The Hub may disclose PHI when required by law or court order, or pursuant to law enforcement investigations.

For government programs. The Hub may disclose PHI to other government programs that manage eligibility for public benefits/assistance and/or pay for services.

To avoid harm. The Hub may disclose PHI to law enforcement to avert a serious threat to the health and safety of a person or the public.

For research. The Hub may use PHI to conduct studies and develop reports. However, these reports do not identify specific people.

To family, friends, and others. The Hub may disclose PHI to your family or other persons involved in your medical care.



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Uses and Disclosures That Require Your Written Authorization

For situations not previously listed. The Hub will ask for your written authorization before using or disclosing your PHI. You may revoke this authorization in writing at any time. The Hub cannot take back any uses or disclosures already made with your authorization.

Uses and disclosures which specifically require your authorization. Except in limited circumstances, the Hub must obtain your written authorization prior to any uses or disclosures of psychotherapy notes, of PHI for marketing purposes, or of PHI for the sale of that PHI for marketing or sale of PHI, the authorization must inform you if the Hub will receive direct or indirect payment from a third party.

Other laws protect PHI. Many Hub programs are subject to additional laws regarding the use and disclosure of your health information. For example, you must give written authorization for the Hub to use and disclose your mental health and chemical dependency treatment records.

Your PHI Privacy Rights

Right to see and get copies of your records. In most cases, you have the right to look at or get copies of your records. You must make the request in writing. You may be charged a fee for the cost of copying your records.

Right to request to correct or update your records. If you feel your records are inaccurate, you may ask the Hub to change or add missing information. You must make the request in writing, and provide a reason for your request. The Hub is not required to agree to the request.

Right to get a list of disclosures. You have the right to ask the Hub for a list of disclosure of your PHI made within the last six (6) years. You must make the request in writing.

Right to request restrictions on uses or disclosures of your PHI. You have the right to ask the Hub to restrict how your PHI is used or disclosed. You must make the request in writing and tell Hub what PHI you want to restrict and to whom you want the restriction to apply. The Hub is generally not required to agree to a requested restriction. However, Hub must agree to your request to restrict uses and disclosures of PHI to a health plan (e.g., health insurance company) when you or someone other than the health plan has paid Hub for a health care item or service, unless the use or disclosure is required by law. Once a restriction is implemented, you can request either verbally or in writing that the restriction be terminated.

Right to revoke permission. If you are asked to sign an authorization to use or disclose your PHI, you may cancel the authorization at any time. You must make the request in writing. This will not affect PHI already shared by the Hub.

Right to choose how we communicate with you. You have the right to ask the Hub to share information with you in a certain way or in a certain place. For example, you may ask the Hub to send information to your work address instead of your home address. You must make this request in writing. You do not need to explain the reason for your request.

Right to file a complaint. You have the right to file a complaint if you do not agree with how the Hub has used or disclosed your PHI.

Right to get a paper copy of this notice. You have the right to ask for a paper copy of this notice at any time.



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How to Contact the Hub to Review, Correct, or Restrict Your PHI

You may contact you're the Hub on Smith to:

Ask to look at or copy your records.

Ask to correct or change your records.

Ask to restrict uses or disclosures of your PHI.

Ask for a list of the times the Hub disclosed your PHI.

Ask to revoke your authorization to disclose PHI.

File a complaint.

The Hub may deny your request to look at, copy or change your records. If the Hub denies your request, the Hub will send you a letter explaining why your request is being denied and how to ask for a review of the denial. You will also receive information about how to file a complaint with the Hub or with the U.S. Department of Health and Human Services.

How to File a Complaint or Report a Problem

You may contact any of the people listed below if you want to file a complaint or report a problem with how the Hub has used or disclosed your PHI. Your benefits will not be affected by any complaints you make. The Hub cannot retaliate against you for filing a complaint, cooperating in an investigation, or refusing to agree to something you believe is unlawful.

For More Information

If you have any questions about this notice or need more information, please contact the
Help at Home HIPAA Compliance Officer
(307) 675-1978

Or

Region VIII—Office for Civil Rights
U.S. Department
of Health and Human Services
999 18th Street, Suite 417
Denver, CO 80202
Voice Phone (800) 368-1019
FAX (30) 844-2025
TDD (800) 537-7697

“This institution is an equal opportunity provider, and employer.”