

Kemmerer Village CLIENT NOTICE OF PRIVACY PRACTICES

THIS NOTICE DESCRIBES HOW PROTECTED MENTAL HEALTH AND HEALTH INFORMATION ABOUT YOU MAY BE USED AND DISCLOSED AND HOW YOU CAN GET ACCESS TO THIS INFORMATION. PLEASE REVIEW IT CAREFULLY.

Kemmerer Village is required by law to maintain the privacy of your mental health and health information and to provide you with notice of its legal duties and privacy practices with respect to your mental health and health information. If you have questions about any part of this notice or if you want more information about the privacy practices at Kemmerer Village please contact:

Ron Little, Associate Director of Program Services
Kemmerer Village
RR 1, Box 12 C
Assumption, IL 62510
Telephone: 217-226-4451
FAX: 217-226-3511
Email: ronlit@kv.christian.k12.il.us

Effective Date of This Notice: 4/14/03

I. How Kemmerer Village May Use or Disclose Your Mental Health and Health Information

Kemmerer Village collects mental health and health information from you and stores it in a chart and on a computer. This is your client record. The client record is the property of Kemmerer Village, but the information in the record belongs to you. Kemmerer Village protects the privacy of your mental health and health information. The law permits Kemmerer Village to use or disclose your mental health and health information for the following purposes:

1. Mark an X in each that applies:

- Treatment. Kemmerer Village provides a full array of treatment services including intake, assessment, service planning, service delivery, collaboration with community providers, utilization review. During the course of providing this treatment, there maybe times when supervisors, and quality assurance staff of Kemmerer Village see the records of the client. The purpose of these reviews are to ensure the quality of the services, the need for the continuation or the modification of the treatment plan, and to ensure that the record keeping and content is in compliance with regulatory body requirements. Supervisors or staff from Quality Assurance will review records using a "compliance checklist" that includes required documentation such as a signed clients rights and responsibility form, signed client grievance and appeal form, etc.

In addition, there are times when there is a need for information to be shared with community members to better understand how to proceed with treatment. For example, if a client is being seen in the one of the programs of the agency and it is determined that a psychiatric consult is required to better serve the client, a referral for this consultation will be made. In these instances the client will be asked to sign an authorization for disclosure of information. The specific kind of information to be shared, and the date of this disclosure, including expiration date will be included in the disclosure form.

- Payment. When a client is seen by Kemmerer Village, the billing office of the agency creates a claim and submits this claim for payment to the purchaser of these services. Often this purchaser is the state government and the payor is Medicaid. The bills are submitted electronically to the purchaser of service. The bills include certain protected health data elements including name, address, diagnosis, service used (including date, time and duration).
 - Directory. We may list your name, where you are located in our facilities, your birth date, date of admission and referral/funding source in our directory. This is an internal agency directory and is only to be used by agency staff.
2. Notification and communication with family. We may disclose your mental health and health information to notify or assist in notifying a family member, your personal representative or another person responsible for your care about your location, your general condition or in the event of your death. If you are able and available to agree or object, we will give you the opportunity to object prior to making this notification. If you are unable or unavailable to agree or object, our mental health professionals will use their best judgment in communication with your family and others.
 3. Required by law. As required by law, we may use and disclose your mental health and health information.
 4. Public health. As required by law, we may disclose your mental health and health information to public health authorities for purposes related to: preventing or controlling disease, injury or disability; reporting child abuse or neglect; reporting domestic violence; reporting to the Food and Drug Administration problems with products and reactions to medications; and reporting disease or infection exposure. We have specific agency policies governing this release that you can see upon request.
 5. Health oversight activities. We may disclose your mental health and health information to social service or health agencies during the course of audits, investigations, inspections, licensure and other proceedings.
 6. Judicial and administrative proceedings. We may disclose your mental health and health information in the course of any administrative or judicial proceeding.
 7. Law enforcement. We may disclose your mental health and health information to a law enforcement official for purposes such as identifying or locating a suspect, fugitive, material witness or missing person, complying with a court order or subpoena and other law enforcement purposes.
 8. Deceased person information. We may disclose your mental health and health information to coroners, medical examiners and funeral directors.
 9. Organ donation. We may disclose your mental health and health information to organizations involved in procuring, banking or transplanting organs and tissues.
 10. Research. We may disclose your mental health and health information to researchers conducting research that has been approved by Kemmerer Village's Privacy Board.
 11. Public safety. We may disclose your mental health and health information to appropriate persons in order to prevent or lessen a serious and imminent threat to the health or safety of a particular person or the general public.
 12. Specialized government functions. We may disclose your mental health and health information for military, national security, prisoner and government benefits <only for health plans> purposes. <Note that disclosures for government benefits purposes are limited to health plans only.>

13. **Fund-raising.** As a nonprofit entity, Kemmerer Village engages in a number of activities to raise funds. These activities include the publishing of literature, calendars, quarterly newsletter, group presentations, etc. You may be asked to participate or allow Kemmerer Village to use information about you (such as name, age, pictures of you) for one of these purposes. This information will only be used if both you and your guardian give written permission for its use. We will ask permission for each specific use of information. It is your right to refuse to give your permission and for your refusal to not effect your eligibility for continued services available at Kemmerer Village.
- II. When Kemmerer Village May Not Use or Disclose Your Mental Health and Health Information.**

Except as described in this Notice of Privacy Practices, Kemmerer Village will not use or disclose your mental health and health information without your written authorization. If you do authorize Kemmerer Village to use or disclose your mental health and health information for another purpose, you may revoke your authorization in writing at any time.

III. Your Mental health and health information Rights

[NOTE: Each of these rights should be explained in enough detail so that the individual understands that each right is not absolute and is subject to some limitations and conditions. While some of these rights have been expanded to include the basic limitations provided under the law, each should be considered in light of the permitted conditions under the law and the organization's actual practices.]

1. You have the right to request restrictions on certain uses and disclosures of your mental health and health information. Kemmerer Village is not required to agree to the restriction that you requested.
2. You have the right to receive your mental health and health information through a reasonable alternative means or at an alternative location. Any such requests must be made in writing and submitted to Ron Little, Associate Director of Program Services.
3. You have the right to inspect and copy your mental health and health information.
4. You have a right to request that Kemmerer Village amend your mental health and health information that is incorrect or incomplete. Kemmerer Village is not required to change your mental health and health information and will provide you with information about Kemmerer Village's denial and how you can disagree with the denial.
5. You have a right to receive an accounting of disclosures of your mental health and health information made by Kemmerer Village, except that Kemmerer Village does not have to account for the disclosures described in parts 1 (treatment), 2 (payment), 3 (health care operations), 4 (information provided to you), 5 (directory listings) of section I of this Notice of Privacy Practices.
6. You have a right to a paper copy of this Notice of Privacy Practices.

If you would like to have a more detailed explanation of these rights or if you would like to exercise one or more of these rights, contact

Ron Little
 Associate Director of Program Services
 RR 1, Box 12 C
 Assumption, IL , 62510
 Telephone: 217-226-4451

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IV. Changes to this Notice of Privacy Practices

Kemmerer Village reserves the right to amend this Notice of Privacy Practices at any time in the future. Until such amendment is made, Kemmerer Village is required by law to comply with this Notice.

Amendments of this Notice of Privacy Practices will be dated, at the top of the first page of the Client Notice of Privacy Practices and distributed by mail to all current clients and guardians of clients who are enrolled at Kemmerer Village at the time the amendments are made.

V. Complaints

Complaints about this Notice of Privacy Practices or how Kemmerer Village handles your mental health and health information should be directed to:

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