

Examples of Disclosures for Treatment, Payment and Mental Health Operations

We will use your mental health information for treatment.

For example: Information obtained by a provider or other member of your mental health care team will be recorded in your record and used to determine the course of treatment that should work best for you.

We will use your mental health information for payment

For Example: A bill may be sent to you or a third-party payer. The information on or accompanying the bill may include information that identifies you, as well as your diagnosis, procedures and supplies used.

Business associates: There are some services provided in our organization through contracts with business associates. When these services are contracted, we may disclose your mental health information to our business associate so that they can render service and bill you or your third-party payer.. To protect your mental health information, however, we require our business associate to appropriately safeguard your information.

Workers compensation: We may disclose mental health information to the extent authorized by and to the extent necessary to comply with laws relating to workers compensation or other similar programs established by law.

Public health: As required by law, we may disclose your mental health information to public health or legal authorities charged with preventing or controlling disease, injury, or disability.

Law enforcement: We may disclose mental health information for law enforcement purposes as required by law or in response to a valid subpoena.

Federal law makes provision for your mental health information to be released to an appropriate health oversight agency, public health authority or attorney,

provided that a work force member or business associates believes in good faith that we have engaged in unlawful conduct or have otherwise violated professional or clinical standards and are potentially endangering one or more patients, workers or the public.

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CAMERON AND ASSOCIATES, INC.



NOTICE OF PRIVACY POLICIES

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CAMERON AND ASSOCIATES, INC.

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

Introduction

At Cameron and Associates, Inc we are committed to treating and using protected mental health information about you responsibly. This Notice of Health Information Practices describes the personal information we collect from you or your provider, and how and when we use or disclose that information. It also describes your rights as they relate to your protected mental health information. This Notice is effective 4-14-03, and applies to all protected mental health information as defined by federal regulations.

Understanding Your Mental Health Record

Each time you contact Cameron and Associates, Inc., a record of your contact is made. Typically, this record contains your symptoms, diagnoses, treatment, and a plan for future care. This information is often referred to as your mental health/medical records and serves as a:

- Basis for planning your care and treatment,
- Means of communication among the many mental health professionals who contribute to your care,
- Legal document describing the care you received,
- Means by which you or a third-party payer can verify the services billed were actually provided,
- Tool with which CAI will assess and continually work to improve the care rendered and the outcomes achieved.

Understanding what is in your record and how your mental health information is used helps you to: ensure its accuracy, better understand who, what, when, where and why others may access your mental health information, and make more informed decisions when authorizing disclosures to others.

Your Mental Health Information Rights

Your mental health record is the physical property of Cameron and Associates, Inc., but the information it contains belongs to you. You have the right to:

- Inspect and copy your mental health record as provided for 45 CFR 164.524,
- Request amendment to your mental health record as provided in 45 CFR 164.528,
- Request communications of your mental health information by alternative means or at alternative locations,
- Request a restriction on certain uses and disclosures of your information as provided by 45CFR 164.522, and
- Revoke your authorization to use or disclose mental health information except to the extent that action has already been taken.

Our Responsibilities

Cameron and Associates, Inc., is required to:

- Maintain the privacy of your mental health information,
- Provide you with this notice as to our legal duties and privacy practices with respect to information we collect and maintain about you,
- Abide by the terms of this notice,
- Notify you if we are unable to agree to a requested restriction, and

- Accommodate reasonable requests you may have to communicate mental health information by alternative means or at alternative locations.

We reserve the right to change our practices and to make the new provisions effective for all protected mental health information we maintain. Should our information practices change, we will mail a revised notice to the address you've supplied us.

We will not use or disclose your mental health information without your authorization, except as described in this notice. We will also discontinue to use or disclose your mental health information after we have received a written revocation of the authorization according to the procedures included in the authorization.

For More Information or to Report a Problem

If you have question and would like additional information, please contact CAI at 404-843-3399 or 800-334-6014.

If you believe your privacy rights have been violated, you can file a complaint with the Privacy Officer, or with the Office for Civil Rights, U.S. Department of Health and Human Services. There will be no retaliation for filing a complaint with either the Privacy Officer or the Office for Civil Rights. The address for the OCR is listed below:

Office for Civil Rights

U.S. Department of Health & Human Services
200 Independence Avenue, S.W.
Room 509F
HHH Building
Washington, D.C. 20201