

## 1. Confidentiality of Records

As a corollary to confidentiality, access to records of persons served shall be limited to those persons authorized from time to time by the program director. In general, persons filling the following positions shall have access: Executive Director, Clinical Director, Medical Director, therapists and other authorized personnel.

The person served shall always have access to his or her own treatment record. Access may be gained by making a request to do so with the Clinical Director.

## 2. Security of all Records

### Security of Client's Files

Electronic records are password protected. All client records are kept in filing cabinets, locked in the administrative office. The key to the administrative office is kept on the person of the ED, CD, and CFO.

The business office and administrative office are kept locked when staff members are not in the office.

## 3. Compliance with applicable laws concerning records)

ANEWDAY complies with all local, state, and federal laws concerning the records of the persons served.

## 4. Timeframes for documentation in the records of the persons served.

# A NEW DAY

## Notice of Privacy Practices

### A New Day

737 Bank Street  
Lodi, Ohio 44254

(330) 636-1741

[www.ANewDayLodi.com](http://www.ANewDayLodi.com)

## Privacy Practices

This notice ANEWDAY provides the persons served describes how medical information about the persons served may be used and disclosed and how they can get access to this information. We understand that medical information about the persons served and their health is personal. We are required by law to maintain the privacy of their health information and to provide them with this notice of our legal duties and privacy practices with respect to their health information. We are required to follow the terms of the notice currently in effect. We reserve the right to change this notice and any changes will be effective for health information we already have about the persons served as well as any future information we receive about them. Any revised notices will be available in the office and upon request.

### How May We Use or Disclose Health Information?

ANEWDAY protects the privacy of health information. For some activities we must have written authorization to use or disclose personal health information (called PHI). The law does permit us to use or disclose health information for the following purposes without authorization:

**For Treatment:** PHI will be used to treat the persons served. We may disclose PHI about clients to pharmacists, and others who are involved in the treatment plans and dispensing the prescriptions.

**For Health Care Operations:** We may use and disclose PHI for pharmacy operations, unless we are provided with alternate instructions.

**As Required by Law:** We will disclose PHI when required by law.

**To Avert a Serious Threat to Health and Safety:** We may use or disclose PHI when necessary to

prevent a serious threat to the person's health and safety or the health and safety of another person or persons. Any disclosure would only be to someone that could prevent that threat.

**Public Health Risks:** We may disclose PHI for public health activities, to prevent or control disease, to report reactions to medications or problems with products, to notify of product recall, to notify someone that may have been exposed or at risk for contracting or spreading disease, or to notify the appropriate government agency if we suspect a person to be the victim of abuse, neglect, or domestic violence.

**For Health Oversight Activities:** We may disclose PHI to a health oversight agency for activities authorized by law. The activities may be necessary for the government to monitor the health care system, conduct audits or investigations, or licensure.

**Lawsuits and Disputes:** If persons are involved in a lawsuit or dispute, we may disclose PHI in response to court order, administrative order or subpoena, discovery request or other lawful process by someone involved in the dispute, but only if efforts have been made to tell the person served about the request, or to obtain an order protecting the information requested.

**For Specific Government Functions:** We may disclose PHI for the following specific government functions: health information on military personnel to military command authorities, health information of inmates to law enforcement or correctional institutions, in response to a request by law enforcement if certain criteria are met, and for national security reasons.

**Except as described above, we will not disclose PHI without written consent. If the persons served do not authorize us to use or disclose their PHI for another purpose, they**

**may revoke their authorization in writing at any time.**

Persons Served Have the Following Rights With Respect to PHI:

**Request Restrictions:** They have the right to request restrictions on certain uses and disclosures of PHI. We are not required to agree with that restriction request. If we do agree, we will put the agreement in writing and follow it, except in emergency situations. We cannot limit the use or disclosures that are required by law.

**Inspection and Copy:** They have the right to inspect and copy their PHI as long as we maintain the health information. To inspect or copy the PHI they must submit a written request to the address below. We may charge a fee for the costs of copying, mailing, or other supplies that are necessary to grant their request. Under certain limited circumstances, we may deny the request. If they are denied access to their PHI, they may request that denial be reviewed. They have a right to choose to obtain a summary instead of a copy of their PHI.

**Request to Amend:** The persons served have the right to request us to amend their PHI that is incorrect or incomplete. They send the request to the address below along with the reason for the request. We are not required to amend information that is accurate and complete.

**Request for Communications:** The persons served may request communications of their PHI by alternative means or at alternative locations. Their request must state how and when they would like to be contacted. We will accommodate all reasonable requests.

### 1. Records of Persons Served

Every person served has complete paper and future electronic client records available for review.