



ADDICTION TREATMENT CENTER OF NEW ENGLAND, INC.

77 "F" WARREN STREET • BRIGHTON • MASSACHUSETTS • 02135

CLINIC (617) 254-1271

BUSINESS FAX (617) 782-7668

CONFIDENTIALITY NOTICE

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

GENERAL INFORMATION:

Information regarding your health care, including payment for health care, is protected by two federal laws: the Health Insurance Portability and Accountability Act of 1996 (HIPAA), 42 U.S.C. 1320d et seq., 45 C.F.R. Parts 160 and 164, and the Confidentiality Law, 42 U.S.C. 290dd-2, 42 C.F.R. Part 2. Under these laws, Addiction Treatment Center of New England may not say to a person outside Addiction Treatment Center of New England that you attend the program, nor may the Addiction Treatment Center of New England disclose any information identifying you as an alcohol or drug abuser, or disclose any other protected information except as permitted by federal law.

Addiction Treatment Center of New England must obtain your written consent before it can disclose information about you for payment purposes. Generally, you must sign a written consent before Addiction Treatment Center of New England can share information for treatment purposes or for health care operations. Any written consent may be revoked by you either verbally or in writing. Under certain circumstances, federal law permits Addiction Treatment Center of New England to disclose information without your written permission:

- Pursuant to an agreement with a qualified service organization / business associate;
- For research, audit or evaluations;
- To report a crime committed on Addiction Treatment Center of New England premises or against Addiction Treatment Center of New England personnel;
- To medical personnel in a medical emergency;
- To appropriate authorities to report suspected child abuse or neglect;
- As allowed by a court order.

YOUR RIGHTS:

Under HIPAA you have the right to request restrictions on certain uses and disclosures of your health information.

You have the right to request that we communicate with you by alternative means or at an alternative location. Addiction Treatment Center of New England will accommodate such requests that are reasonable and will not request an explanation from you.

Confidentiality Restrictions:

General: Patients records at Addiction Treatment Center of New England may be used only as permitted by 42 CFR Part 2 and may not otherwise be disclosed or used in any civil, criminal, administrative, or legislative proceedings conducted by any Federal, State, or local authority. Any disclosure made by Addiction Treatment Center of New England must be limited to that information which is necessary to carry out the purpose of the disclosure.

Under HIPAA you also have the right, with some exceptions, to amend health care information maintained in Addiction Treatment Center of New England records, and to request and receive an accounting of disclosures of your health related information made by Addiction Treatment Center of New England during the six years prior to your request. You also have the right to receive a paper copy of this notice.

Patient access to record:

Addiction Treatment Center of New England is recognized as a healthcare facility under the HIPAA regulations. Patients will have access to records upon request in compliance with 45 CFR 164.524. Psychotherapy notes may be removed prior to patient review if determined to be a detriment. Please see Addiction Treatment Center of New England policy Access, Storage and Retention.

In the State of Massachusetts the following applies:

Information released to judges, probation or parole officers, insurance companies and health or hospital plans or governmental officials, is for the purpose of determining the advisability of continuing the patient with the program and will be restricted to the following:

- Whether the patient is or is not in treatment
- The patient's prognosis
- The nature of the project
- A brief description of the patient's progress

A short statement as to whether the patient has relapsed into drug or alcohol abuse and the frequency of such relapse.

Addiction Treatment Center of New England DUTIES:

Addiction Treatment Center of New England is required by law to maintain the privacy of your health information and to provide you with notice of its legal duties and privacy practices with respect to your health information. Addiction Treatment Center of New England is required by law to abide by the terms of this notice. Addiction Treatment Center of New England reserves the right to change the terms of this notice and to make new notice provisions effective for all protected health information it maintains.

COMPLAINTS AND REPORTING VIOLATIONS:

You may complain to Addiction Treatment Center of New England and the Secretary of the United States Department of Health and Human Services if you believe that your privacy rights have been violated under HIPAA. You will not be retaliated against for filing such a complaint.

Violation of the Confidentiality Law by a program is a crime. Suspected violations of the Confidentiality Law may be reported to the United States Attorney in the district where the violation occurs.

CONTACT:

Should you have any questions or concerns please contact Addiction Treatment Center of New England Compliance Office at 617-254-1271 or visit our website at www.ATCNE.net