



Summary of Job Discovery Notice of Privacy Practices

There are several rights concerning your protected health information that we want you to be aware of:

- ▶ You have the right to inspect or to request copies of your medical records. This process will be kept confidential. This right is not absolute. In certain situations, such as if access would cause harm, we can deny access. You must make this request in writing to your Primary Therapist/Case Manager or their Supervisor. If denied access, you will receive a timely, written notice of the decision and reason. A copy of this request and a written reply becomes a part of your record.
- ▶ You have the right to request amendment of your medical records if you believe the information in the record is inaccurate or incomplete. You must make this request in writing to your Primary Therapist/Case Manager or their Supervisor. We may deny the request but you will be provided with a written explanation of the denial.
- ▶ You have the right to receive an accounting of the CSB's disclosure of your protected health information that were not for the purpose of treatment, payment, health care operations, or that were not otherwise authorized by you. You also have the right to be given the names of anyone, other than employees of the agency, who received information about you from the CSB.
- ▶ You have the right to request from your Primary Therapist/Case Manager a restriction with regards to the use of disclosure of your protected health information. This request will be given serious consideration by the CSB staff and you will be informed promptly whether we will be able to honor the requested restriction and still offer effective services, receive payment and maintain health care operations. Legally we are not required to agree to any restrictions you request, but if we do agree, we are bound by that agreement except under certain emergency circumstances.
- ▶ You have the right to request that we communicate with you about medical matters in a certain way or at a certain location. Such requests must be made in writing to your Primary Therapist/Case Manager. We will agree to all reasonable requests.
- ▶ You have the right to obtain a paper copy of this Notice of Privacy Practices at any time upon request.