

Notice of Privacy Practices Summary (HIPAA)



5 Door Recovery

810 West Olin Avenue, Madison, WI 53715

Phone: (608) 827-9170 – Fax: (608) 630-9078

This notice gives you basic information about how medical information may be used and disclosed by 5 Door Recovery, a program of Catholic Charities, Diocese of Madison (hereafter referred to as Catholic Charities). 5 Door Recovery complies with both HIPAA and 42 CFR Part 2, deferring to whichever places greater limits on disclosures. This information is more completely and fully stated in Catholic Charities' Notice of Privacy Practices which has been provided to you.

PLEASE REVIEW IT CAREFULLY.

We are required by law: to make sure that protected health and service information that identifies you is kept private; give you notice of our legal duties and privacy practices with respect to that information about you; follow the practices described in our most current Notice of Privacy Practices; and notify you following a breach of your unsecured protected health and service information.

Uses and Disclosures We May Make Without Your Written Authorization

- ❖ For planning for and providing services to you (treatment/service delivery).
- ❖ To get payment for services provided to you (for example, in order to bill a third-party payor).
- ❖ To meet the requirements for running the health care operations of our agency (for example, when we conduct a review of your file to make sure that it is complete or to ensure the appropriateness of our services to you).
- ❖ When 5 Door Recovery is permitted or required: by law (for example, in cases of abuse); by a public health authority (for example, required reporting of some diseases); to avoid a threat to health or safety (for example, if a person is in danger of harming self or others); or by another government agency (for example, for eligibility for benefits like worker's compensation).

Not every permissible use or disclosure is listed in the categories above. However, most other uses and disclosures of your protected health and service information by 5 Door Recovery require your written authorization (permission), which you are able to revoke upon written request. Please see the Catholic Charities' Notice of Privacy Practices for more complete information.

Your Rights Regarding Protected Health and Service Information

- ❖ To ask to inspect and copy health and service information (For example, this may include service and billing records, but does not include psychotherapy notes).
- ❖ To ask to amend health and service information that you feel is incorrect or incomplete.
- ❖ To ask to restrict or limit the health and service information we use or disclose about you (For example, to a family member involved in your care or payment for services).
- ❖ To ask that 5 Door Recovery communicates with you about health and service matters in a certain way or at a certain location (For example, you could ask that we only contact you at work or by mail).

For each of the above, your request must be in writing. 5 Door Recovery is not always required to agree to your request. If 5 Door recovery agrees to honor your request, we will do so unless the information is needed to provide you with emergency treatment or required or permitted by law to be disclosed.

Additional Rights

- ❖ To ask for an accounting of disclosures, if any occurred, of your protected health and service information. This accounting will not include all uses and disclosures. For example, it will generally not include uses and disclosures that were part of 5 Door Recovery’s treatment, payment, or health care operations; disclosures that were made with your written authorization (permission); or disclosures that were made directly to you. Please see the Catholic Charities’ Notice of Privacy Practices for more complete information.
- ❖ To ask for a paper copy of Catholic Charities’ current Notice of Privacy Practices.
- ❖ To file a complaint with 5 Door Recovery or the Secretary of the U.S. Department of Health and Human Services (HHS) any time you feel your privacy rights have been violated. (No one will be angry, and nothing will happen to you if you file a complaint.)

All Requests or Complaints Must Be In Writing

Requests or complaints made to 5 Door Recovery should be sent to:

Privacy Officer
 Catholic Charities
 702 South High Point Road, Suite 201
 Madison, WI 53719

You can find information about how to file a complaint with the U.S. Department of Health and Human Services Office by visiting <https://www.hhs.gov/hipaa/filing-a-complaint/index.html>.

Changes to Notice of Privacy Practices

We reserve the right to change our Notice of Privacy Practices. We reserve the right to make the revised or changed notice effective for health and service information we already have about you as well as any information we receive in the future. We will post a copy of the current notice in 5 Door Recovery’s service location(s) and on our website. The notice will contain, on each page, in the bottom right-hand corner, the effective date. In addition, each time you register at or are admitted to 5 Door Recovery for services, you may request a copy of the current notice in effect.

Documentation of Receipt of Notice of Privacy Practices

I have been given a copy of 5 Door Recovery’s Notice of Privacy Practices Summary and Catholic Charities’ Notice of Privacy Practices.

Client Printed Name

Client Signature

Date

Signature Declined: _____

(5 Door Recovery’s Staff Person Signature)

Date