

Today's Date _____

Patient Information

Patient Last Name _____ First _____ Middle _____

Mailing Address _____ City _____ State _____ Zip _____

Date of Birth _____ Social Security # _____ Email Address _____

Home Phone _____ Cell Phone _____

Marital Status (Circle One) Divorced Domestic partner Legally separated Married
 Significant other Single Unknown Widowed Other

Emergency Contact and Parent/Legal Guardian

Emergency Contact Name _____ Phone _____ Relation _____

Parent/Guardian (If Applicable)

Last Name _____ First _____ Middle _____

Home Phone _____ Cell Phone _____

Social Security # _____ Date of Birth _____ Relation _____

Legal Sex (Circle One) Female Male Nonbinary Unknown

Household Status (Circle One) Not homeless At risk for homeless Transitional housing
 Child at risk for homeless Currently not homeless, was in last 12 months Living in shelter
 Homeless Unknown Shelter Living with others Permanent supportive housing
 Single-Occupancy Hotel Street, Camp, Bridge Veteran at Risk for Homeless

Race (Circle One) Alaskan Native American Indian Black/African-American
 White/Caucasian Native Hawaiian Pacific Islander Patient refused Unknown

Ethnicity (Circle One) Hispanic or Latino/a Non-Hispanic or Latino/a Unknown Other

Seasonal or Migrant Worker (Circle One) Yes No

Employment Status (Circle One) Full-time Not employed On active military duty Child
 Part-time Retired Seasonal Self-employed Student full-time
 Student part-time Unemployed due to disability Unknown

Veteran/Military Status (Circle One) Active Duty Inactive Duty No Experience Reservist Veteran

Insurance Information

Primary Insurance _____ **Subscriber's Name** _____ **Date of Birth** _____

Subscriber's SSN _____ **Group #** _____ **Member ID #** _____

Co-payment \$ _____ **Relationship to Subscriber** _____

Secondary Insurance _____ **Subscriber's Name** _____ **Date of Birth** _____

Subscriber's SSN _____ **Group #** _____ **Member ID #** _____

Co-payment \$ _____ **Relationship to Subscriber** _____

Patient/Parent/Legal Guardian Signature _____ **Date** _____

Patient Name: _____ DOB: _____

As a patient of MarillacHealth, you may be offered behavioral health services and we are disclosing information on our providers and their credentialing. Each of these providers may be reached at the following business address and phone number: 2333 N. 6th Street, Grand Junction, CO 81501, 970-200-1600.

CREDENTIALS

Brandi Byars is a Licensed Clinical Social Worker. She received her Master’s Degree in Social Work in 2019 from University of Denver.

S. Rod Pyland is a Licensed Clinical Social Worker in the state of Colorado. He received his Master’s Degree in Social Work from University of Denver in 1978. Acupuncture Detoxification Specialist (Registered Trainer) 2014.

Elise Rediger is a Licensed Professional Counselor, Licensed Addiction Counselor, and certified Acupuncture Detoxification Specialist. She received her Master’s Degree in Counseling and Psychological Services from Saint Mary’s University in 2014.

Andrew Rossway is a Licensed Professional Counselor in the state of Colorado. He received his Master’s Degree in Clinical Mental Health Counseling from Northern Arizona University in 2017.

Mildred (Mel) Ruiz is a Licensed Clinical Social Worker and Licensed Addiction Counselor in the state of Colorado. She received her Master’s Degree in Social Work from Fordham University in 2020.

CREDENTIALING

1. A Licensed Clinical Social Worker, a Licensed Marriage and Family Therapist, and a Licensed Professional Counselor must hold a master’s degree in their profession and have two years of post-masters supervision. A Licensed Psychologist must hold a doctorate degree in psychology and have one year of post-doctoral supervision. A Licensed Social Worker must hold a master’s degree in social work. A Psychologist Candidate, a Marriage and Family Therapist Candidate, and a Licensed Professional Counselor Candidate must hold the necessary licensing degree and be in the process of completing the required supervision for licensure.

2. A Certified Addiction Counselor I (CAC I) must be a high school graduate, complete required training hours and 1,000 hours of supervised experience. A Certified Addiction Counselor II (CAC II) must complete additional required training hours and 2,000 hours of supervised experience. A Certified Addiction Counselor III (CAC III) must have a bachelor’s degree in behavioral health, complete additional required training hours and 2,000 hours of supervised experience. A Licensed Addiction Counselor must have a clinical master’s degree and meet the CAC III requirements.

3. A Registered psychotherapist is a psychotherapist listed in the State’s database and is authorized by law to practice psychotherapy in Colorado, but is not licensed by the state and is not required to satisfy any standardized educational or testing requirements to obtain a registration from the state.

The practice of licensed or registered persons in psychotherapy is regulated by the Mental Health Licensing Section of the Division of Registrations. The Board of Registered Psychotherapist Examiner can be reached at (303)894-7800.

CLIENT’S RIGHTS: If you receive these services, you are entitled to receive information from the therapist about the methods of therapy, the techniques used, the duration of your therapy (if known) and the fee structure. You can seek a second opinion from another therapist or terminate therapy at any time. In a professional relationship, sexual intimacy is never appropriate and should be reported to the Department of Regulatory Agencies, Division of Registrations, Mental Health Section. Your therapist will attend to any concern or complaint that you may have about psychotherapy. Another option is to contact the Mental Health Grievance Board.

Confidentiality: The information provided by you during therapy sessions is legally confidential. There are exceptions to this confidentiality, some listed in section 12-43-218 of the Colorado Revised Statutes, and the HIPAA (Health Insurance Portability and Accountability) Notice of Privacy Rights available at the front desk. For example, mental health professionals are required to report suspected child abuse to authorities. If a legal exception arises during therapy, if feasible, you will be informed accordingly. The Mental health Practice Act (CRS 12-43-101, et seq.) is available at <https://dpo.gove/ProfessionalCounselor/Laws>

- The counselor has an obligation to report “in good faith” any suspected child abuse or neglect to the appropriate departments of human services and/or law enforcement agency.
- The counselor must notify the proper authorities when a client/patient communicates a serious and imminent threat to harm him/herself or another person and refuses to seek treatment voluntarily.
- The counselor may disclose client information if the client makes or creates an articulable and significant threat against a school or occupants of a school.
- The counselor may disclose client information in response to a Grievance Board Inquiry.
- The counselor may disclose client information to respond to a lawsuit or complaint made against the counselor regarding the care or treatment of the client.
- A court in Colorado with competent authority may order the release of confidential client/patient information.
- If you are participating in counseling services in a medial setting, we claim the right of the counselor to discuss your case with other clinic staff as needed for continuity of care. By signing this form, you agree to have your therapy records kept in the agency’s outpatient medical record. Client records may not be maintained after seven years pursuant to section 12-245-+226(1)(a)(II)(A) of the Colorado Revised Statutes.

I acknowledge this Behavioral Health disclosure, and I understand my rights as a patient or as the patient’s responsible party if I receive these services.

Patient/Signature: _____ **Date:** _____

Parent or Guardian’s Signature: _____ **Date:** _____

Relationship to Patient: _____

Why Are You Receiving This Good Faith Estimate?

This **Good Faith Estimate** complies with the **Department of Health and Human Services (HHS) No Surprises Act**.

This is not a contract. It does not obligate you to accept the services listed. The purpose of the Good Faith Estimate you are receiving is to provide you with an approximate cost of services you will receive from our practice that will not be paid by health insurance.

Reasonably expected costs have been included in your estimate and are based on information known to our practice when it was prepared.

Any unknown or unexpected costs that may arise during treatment due to complications or unusual circumstances have NOT been included in this estimate. If they occur, and you are billed at least \$400 above the amount indicated on this Good Faith Estimate (per provider), federal law allows you to dispute (appeal) your invoice for services in the following two ways:

- 1. Contact Us:** You may direct any questions or concerns you have regarding this estimate or any invoice to our practice. Please find our contact information below. Federal law permits you to ask that we update your invoice to match the Good Faith Estimate you received. You can also ask to negotiate the invoice amount or inquire about the availability of financial assistance.
- 2. File a Formal Dispute Resolution:** You may also file a formal dispute online with the **Centers for Medicare & Medicaid Services (CMS)** (www.cms.gov/nosurprises) or by calling 1-800-985-3059.

If you choose to file a formal dispute resolution, you must **start the process within 120 calendar days** of the date on the original invoice you receive. There is a **\$25 fee** to use the dispute process. If your dispute is **approved**, you may be eligible to pay the lower amount on the Good Faith Estimate you received. If it is **not approved**, you will be obligated to pay the higher invoiced amount.

IMPORTANT: It is recommended that you keep a hard or electronic version of this Good Faith Estimate in a safe place. You may need it should you choose to file a formal dispute.

Thank you for trusting us with your medical care. Please find your Good Faith Estimate on the back of this page. If you have any questions about this Good Faith Estimate or future invoices, **please do not hesitate to contact our Billing Department: 970-200-1600 (Menu options 1, then 3).**

The MarillacHealth has a zero tolerance policy. Patients may ultimately be dismissed from the practice and removed from a provider's panel for failing to abide by this policy. If dismissed, patients will be informed in writing and will not be allowed back into any of the Marillac facilities or departments.

Below are some examples of behavior that will not be tolerated:

- Use of force or attempt to assault patients, visitors or health center staff
- Use of force or destruction of physical property in the premises of the health center, including parking and common areas
- Use of inappropriate touching, spitting, raising fists or feet or verbally threatening language
- Sexually inappropriate gestures or language against patients, visitors or staff
- Racial remarks or shouting at any person
- Intimidating behavior such as banging on counters, doors, etc.
- Persistent non-compliance with care (medication management) or care planning
- Persistent abuse or overutilization of services
- Persistent no-shows
- Severe breakdown in the provider-patient relationship
- Smoking in bathrooms/facilities/premises

Aggressive/abusive behavior is not tolerated and each event is discussed and recorded. Aggressive/abusive patients may be escorted or removed from the facility by security or the police. If removed by the police, patients may be charged with trespassing or charged with criminal charges.

Signature of Patient or Legal Guardian

Today's Date

PRINTED Name of Patient

Patient Date of Birth

PRINTED Name of Legal Guardian

Legal Guardian Relationship to Patient

PERMISSION FOR TREATMENT:

I understand that all patients of MarillacHealth may be seen by staff or volunteer physicians, physician's assistants, or nurse practitioners who are licensed in the State of Colorado and are supervised by the Clinic's Medical Director and/or Dental Director. I hereby give permission for evaluation and treatment, for myself or for the minor child named, by these providers. I understand that the Clinic functions as a teaching facility for medical/dental students of all disciplines, and those patients may be seen by these students. I understand that all students are under the direct supervision of the medical/dental staff of the Clinic. I understand that I have the right to request that I not be treated by a student. I understand that this care may include routine clinic procedures, diagnostic testing, intravenous therapy, injections, minor surgery, and no guarantees have been made to me about the services, treatment, or the outcome of this care. I understand that my prescription history may be obtained from any pharmacy I may have used.

USE AND DISCLOSURE OF INFORMATION FOR TREATMENT AND HEALTHCARE OPERATIONS:

I understand that federal regulations permit the Clinic to obtain, use, and disclose my protected health information for treatment, payment and health care operations and as otherwise allowed by law, as explained in the Clinic's Notice of Privacy Practices. I also understand that some or all of my medical records (or copies of my medical records) may be disclosed or provided to other health care providers (such as physicians, nurses, psychologists, or their staff) involved in my current or future treatment. This type of disclosure may be by written correspondence, in person, by fax, by phone, or other means. I understand that my permission is not needed for those uses or disclosures. The Clinic may also release my information in order to process payment claims. While this office will make reasonable efforts, I understand that the confidentiality of my medical records cannot be insured once they leave this office. I understand that my picture may be taken and or my photo ID may be scanned and used for identity verification. I understand my records may contain identifying information including photographs, examination, treatment, diagnosis and prognosis and amounts charged and paid, as well as sensitive information concerning substance abuse, psychiatric history and treatment, HIV status, any diagnosis / treatment for AIDS or AIDS-related disease, sexual orientation, and/or sexual activities or disease. I understand that this information may be released or disclosed as necessary in accordance with the Clinic's Notice of Privacy Practices unless otherwise protected or provided for by state or federal law. I understand that I may request restrictions on how any of my health information and/or my medical records is to be used, disclosed or shared. (I understand that the Clinic and St. Mary's Hospital participate in a Continuum of Care Agreement whereby billing and clinic information is shared without specific consent from me.) I understand that the Clinic utilizes a collaborative care model for treatment and that mental health records are part of the medical record.

PATIENT FINANCIAL RESPONSIBILITY:

I agree to provide all financial information requested by the Clinic in order to qualify for services. I attest that all of this information is accurate to the best of my knowledge. I understand that if I provide false financial information or fail to update changes in income or insurance status, that I may no longer be eligible for Clinic services. I understand that the Clinic expects payment of incurred expenses at the time of the visit. If I am not able to pay the reduced fee at this time, I will meet with the Clinic's appropriate personnel to make payment arrangements. I understand that there may be additional fees for Immunizations, lab work, procedures, medications or other items. I understand that I may be referred to a specialist physician for consultation or treatment. I understand that I, as the patient, am financially responsible for payment of all charges for services provided by these specialists. I understand that the Clinic is not financially responsible and will not pay for any services outside the Clinic. I understand that the Clinic provides only routine, outpatient care during regular posted office hours, and that should emergency or life-threatening events occur I will access care at an emergency facility at my own expense. I understand that if I am in a life-threatening condition while at the Clinic, emergency transportation will be called to transport me to an emergency room. I understand that I am financially responsible for the cost of such emergency care and transportation. I realize that failure to keep my appointments, to cancel my appointments or arrive late for an appointment may jeopardize my eligibility for continued care at the Clinic.

Initials _____

ASSIGNMENT OF BENEFITS / MEDICARE AND MEDICAID:

I certify that the information given by me in applying under Title XVIII of the Social Security Act is correct.

I authorize the Clinic to release to the Social Security Administration or its intermediaries or carriers or insurance companies any information needed for this or a related Medicare/Medicaid claim or a private insurance claim. I assign the benefits payable for the physician services to the physician or organization furnishing the services so that the Clinic can directly be paid or authorize such physician or organization to submit a claim to Medicare/Medicaid for payment to me.

I understand this entire consent, financial responsibility and assignment of benefits form will be valid now and in the future until revoked in writing by me and the revocation given to the clinic.

Signature of Patient or Legal Guardian

Today's Date

PRINTED Name of Patient or Legal Guardian

Relationship to Patient

Patient Name

Patient DOB

Patient Label

Patient Last Name _____ First _____ Middle _____

Address _____ City _____ State _____ Zip Code _____

Social Security # _____ Date of Birth _____ Phone number _____

Verbal Disclosure

I authorize MarillacHealth to leave messages regarding medical information pertaining to my care by the following methods and will assume responsibility to notify Marillac Health when the information changes. (Check all that apply.)

Home Phone _____ Work Phone _____ Cell Phone _____ Voicemail/Answering Machines _____

Disclosure to other persons

I authorize Marillac Health to speak with the following individual(s) regarding my current care and treatment:

Name _____ Relation _____ Phone # _____

Name _____ Relation _____ Phone # _____

Name _____ Relation _____ Phone # _____

All health information, including billing, may be communicated to the above listed individuals except for the following:

Diagnosis or reference to behavioral health services/psychiatric care; sickle cell anemia; genetic testing; acquired immune deficiency syndrome (AIDS); human immunodeficiency virus (HIV); sexually transmitted infection (STI); or drug and/or alcohol abuse.

This authorization does not expire unless I revoke or change the authorization.

I may revoke this authorization in writing at any time, except to the extent that action has already been taken to comply with it.

Information disclosed pursuant to the authorization may be subject to redisclosure by the recipient and is no longer protected by the HIPAA Privacy Rule.

My signature is required to validate this authorization. If I do not sign this authorization Marillac Health will still provide treatment and seek payment for services provided. According to State Statutes, this care site may change for copies of medical records.

Patient or Parent/Legal Guardian Signature _____ Date _____

HEALTH INSURANCE PORTABILITY AND ACCOUNTABILITY ACT OF 1996

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

If you have any questions, contact Privacy Officer at 970-200-1600; or by mail at 2333 N. 6th Street, Grand Junction, CO 81501. To learn more about MarillacHealth, please visit our website at www.MarillacHealth.org

Medical information about you and your health is private. We strive to protect your health records when you are being seen in the clinics. We will use your records to care for you, bill for care, and to comply with the law.

This Privacy Notice applies to all MarillacHealth clinic services sites. This Notice tells you about the ways MarillacHealth may use or give out information from your private health records. It also explains your rights and responsibilities.

Note: The Health Insurance Portability and Accountability Act (HIPAA) of 1996 requires all physicians and health care facilities to provide patients with a notice describing how an individual's medical information may be used and disclosed, and how a patient may obtain access to their personal health information.

Who Follows The Terms of This Notice:

- Any health care provider who treats you at any of our locations
- All employees, volunteers, and staff at the hospital and clinics
- Healthcare students in training programs
- Any business associate who performs work for us that requires them to see your medical information to do their jobs

Acknowledgement of Receipt:

I understand that, as allowed and required by law, MarillacHealth staff will use and give out my health records, without my consent or authorization, for:

- Treatment: Care providers will use my health history, symptoms, exams, test results, diagnosis, treatment and plan of care to take care of me.
- Payment: MarillacHealth will use my health records to bill me, my insurance or other aid programs for my care if this applies to the clinic where I receive my care.
- Healthcare Operations: MarillacHealth will use my health records to run the clinics and to make sure patients receive quality care.

Please note that a copy of HIPAA is available upon request for the patient or parent/guardian of a minor receiving medical or mental health counseling services at MarillacHealth. Prior to receiving services, you must sign below, certifying that you understand a copy of our HIPAA policies is available.

Signature of Patient or Legal Guardian

Today's Date

PRINTED Name of Patient or Legal Guardian

Relationship to Patient

Patient Name

Patient DOB

HIPAA NOTICE OF PRIVACY PRACTICES

Effective Date: January 1, 2023

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

We provide health care to our patients together with physicians and other health care professionals. This Notice of Privacy Practices (“Notice”) describes how we will use and disclose protected health information.

I. Our Commitment to Safeguard Your Protected Health Information.

Each time you visit our facility, a record of your visit is made. Information about you, including demographic information, that may identify you and that relates to your past, present or future physical or mental health or condition and related health care services is called protected health information (“PHI”). Your medical record is a means of communication among the many health professionals who care for you. PHI may include documentation of your symptoms, examination, test results, diagnoses and treatment. It also includes documents related to billing and payment for care provided.

We are committed to protecting the privacy of your protected health information. We are required by law to:

- Maintain the privacy of your protected health information;
- Provide you with this Notice about our privacy practices that explains how, when, and why we use and disclose your protected health information;
- Abide by the terms of the current Notice;
- Make a good faith effort to obtain your written acknowledgment that you have received this Notice; and
- Notify you following a breach of your unsecured protected health information.

II. How We May Use and Disclose Your Protected Health Information

This Notice informs you about the ways in which we may use and disclose your protected health information. The following categories describe different ways that we use and disclose protected health information. For each category of uses or disclosures, we explain what we mean and give some examples to help you better understand the meaning. If a use or disclosure is not included in one of these categories, we will seek your permission first.

Uses and Disclosures Without Your Permission

The following categories describe different ways that we are permitted to use and disclose your protected health information without your permission (which is called an “authorization” under HIPAA).

For Treatment

We may use and disclose your protected health information to provide you with medical treatment and services. We may disclose protected health information about you to doctors, nurses, technicians, medical students, and other healthcare personnel who provide you with healthcare services or are involved in taking care of you. This may include health care professionals at other facilities, such as your doctor’s office, other hospitals, nursing homes or home health agencies. For example, a doctor treating you for a broken leg may need to know if you have diabetes because diabetes may slow the healing process.

For Payment

We may use and disclose your protected health information to obtain payment for your health care services provided by us. This may include certain activities that your health insurance plan may undertake before it approves or pays for the health care services we recommend for you such as making a determination of eligibility or coverage for insurance benefits, reviewing services provided to you for medical necessity, and undertaking utilization review activities.

For Health Care Operations

We may use and disclose your protected health information for operations necessary for our facility to function and make sure our patients receive quality care. For example, we may use your protected health information in order to evaluate the quality of health care services that you received or to evaluate the performance of the health care professionals who provided health care services to you. This information may also be used in an effort to continually improve the quality and effectiveness of the health care and services we provide. We may disclose your protected health information to another health care provider or a health plan that you have a relationship with, for their operations' activities.

Business Associates

We may disclose your protected health information to other companies that help us. These business associates may include billing companies, claims processing companies, collection agencies, accountants, attorneys, consultants, and others that assist us with payment activities or health care operations. We contractually require our business associates to safeguard the privacy and security of your PHI.

Individuals Involved in Your Care or Payment for Your Care

We may disclose protected health information about you to a family member, personal representative, or other person involved in your care or responsible for payment of your health care services. We may also discuss your condition with your family or friends and tell them that you are in the hospital. If you do not want us to share information with your family or others involved in your care, please contact the person listed in Section V of this Notice.

Public Health Authorities

We may disclose your health information for public health activities and purposes to a public health authority that is permitted by law to collect or receive the information. For example, a disclosure may be made to a public health authority for the purpose of preventing or controlling disease. We may also disclose your protected health information to a person or company subject to the jurisdiction of the FDA to report adverse events, product defects or problems or biologic product deviations; to track FDA-regulated products; to enable product recalls; to make repairs or replacements; or for other purposes related to the quality, safety or effectiveness of a product or activity regulated by the FDA.

Public Safety

We may disclose protected health information for public safety purposes in limited circumstances. We may disclose protected health information to law enforcement officials in response to a search warrant or a grand jury subpoena. We also may disclose protected health information to assist law enforcement officials in identifying or locating a person, to prosecute a crime of violence, to report deaths that may have resulted from criminal conduct, and to report criminal conduct at the facility. We also may disclose your protected health information to law enforcement officials and others to prevent a serious and imminent threat to health or safety.

Judicial and Administrative Proceedings

We may disclose protected health information if we are ordered to do so by a court, for an administrative hearing, or if we receive a subpoena or a search warrant. You will receive advance notice about this disclosure in most situations so that you will have a chance to object to sharing your protected health information.

Fundraising Activities

We may use your protected health information in an effort to raise funds for our facility with your consent. The money raised through these activities is used to expand and support the health care services and educational programs we provide to the community. If you do not wish to receive our fundraising communications, you may notify our Donor Relations Department and we will honor your wish. Future treatment or payment will not be a condition upon your decision regarding receipt of fundraising communications.

Disaster Relief Efforts

As part of a disaster relief effort, we may disclose your protected health information to an agency assisting in the relief effort so that your family can be notified about your condition, status and location. You may have the opportunity to object, unless it would impede our ability to respond to emergency circumstances.

Coroners, Medical Examiners, and Funeral Directors

We may disclose health information consistent with applicable law to coroners, medical examiners, and funeral directors to assist them in carrying out their duties.

Research

Under certain limited circumstances, we may use and disclose your protected health information for research purposes. For example, a research project may involve comparing the health and recovery of all patients who receive one medication to those who receive another for the same condition. All research projects are subject to a special approval process. Before we use or disclose protected health information for research, the project will have been approved through this research approval process.

Reports Required by Law

We will disclose your protected health information when required to do so by federal, state, or local law. For example, we make disclosures when a law requires that we report information to government agencies and/or law enforcement personnel about victims of abuse, neglect, or domestic violence; when dealing with gunshot and other wounds; to report reactions to medications or problems with products; or to notify people of product recalls.

Public Health Activities

We may disclose your protected health information for public health activities. For example, we report information about births, deaths, and various diseases to government officials in charge of collecting that information.

Health Oversight Activities

We may disclose protected health information to a health oversight agency for activities authorized by law. These oversight activities include, for example, audits, investigations, inspections, and licensure. These activities are necessary for the government to monitor the healthcare system, government programs, and compliance with civil rights laws.

Organ and Tissue Donation

If you are an organ donor, we may notify organ procurement organizations to assist them in organ, eye, or tissue donation and transplants.

Workers' Compensation

We may disclose your protected health information to the extent necessary to comply with laws relating to workers' compensation or similar programs providing benefits for work-related injuries or illness.

Military, Veterans, National Security, and Other Government Purposes

If you are a member of the armed forces, we may release your health information to military command authorities or to the Department of Veterans Affairs if they require us to do so. We may also disclose protected health information for certain national security purposes and to the Secret Service to protect the president.

Correctional Institutions

If you are or become an inmate of a correctional institution or under the custody of a law enforcement official, we may disclose your protected health information to the correctional institution or law enforcement official. This disclosure may be necessary for the institution (i) to provide you with health care; (ii) to protect your health and safety or the health and safety of others; or (iii) for the safety and security of the correctional institution.

Correctional Institutions

If you are or become an inmate of a correctional institution or under the custody of a law enforcement official, we may disclose your protected health information to the correctional institution or law enforcement official. This disclosure may be necessary for the institution (i) to provide you with health care; (ii) to protect your health and safety or the health and safety of others; or (iii) for the safety and security of the correctional institution.

Participation in Health Information Networks

We participate in the Colorado Regional Health Information Organization (CORHIO) and/or Quality Health Network (QHN); both are secure computer networks which provide safe and efficient ways to share protected health information with other health care providers. For example, if you require emergency medical care while you are traveling, providers at other health care facilities in Colorado could have access to your protected health information to assist them in caring for you. By participating in this network and other electronic information exchanges, we intend to provide timely information to health care providers involved in your care. If you do not want your information to be shared through CORHIO and/or QHN, you may “opt out” by contacting the person listed in Section V below. This is an “all-or-nothing” choice, because CORHIO and QHN cannot block access to some types of protected health information while at the same time permit access to other protected health information. Opting-out of CORHIO and/or QHN may limit your health care providers’ ability to provide the most effective care for you.

Uses and Disclosures Requiring Your Permission

Other uses and disclosures of protected health information not covered by this Notice will be made only with your written permission. If you provide us permission to use or disclose protected health information about you, you may revoke that permission, in writing, at any time. If you revoke your permission, we will no longer use or disclose protected health information about you for the reasons covered by your written authorization, but we cannot take back any disclosures we have already made based on the permission you gave us before. If you want to revoke your permission, please contact the person listed in Section V of this Notice.

Marketing Activities

We will not use or disclose your PHI to sell you products or services of a third party unless you provide permission. We may suggest products or services to you during our face-to-face communications.

Sale of PHI

We will not sell your PHI (Personal Health Information) to third parties without your permission.

Protected Health Information That Has Special Protection

Psychotherapy Notes

Psychotherapy notes are the personal notes of psychotherapists. We must obtain your permission to use or disclose psychotherapy notes, except under limited circumstances.

Alcohol and Drug Abuse Patient Records

Use and disclosure of any protected health information about you relative to alcohol or drug abuse treatment programs, is protected by federal law. Generally, we will not disclose any information identifying you as a recipient of alcohol or drug abuse treatment unless: (i) you have consented in writing; (ii) we receive a court order requiring the disclosure; (iii) the disclosure is made to medical personnel in a medical emergency or to qualified personnel for research, audit, or program evaluation; or (iv) disclosure is required to report child abuse or neglect.

HIV/AIDS Information

Use and disclosure of any protected health information about you relative to HIV testing, HIV status, or AIDS, is protected by federal and state law. Generally, we will need your permission to disclose this information; however, state law may allow for disclosure of information for public health purposes.

Minors

As a general rule, we disclose PHI about minors to their parents or legal guardians. However, in instances where state law allows minors to consent to their own treatment without parental consent (such as HIV testing), we will not disclose that information to a minor's parents without the minor's permission unless otherwise specifically allowed under state law.

III. Your Rights Regarding Your Protected Health Information

The following section describes your rights with respect to your protected health information and a brief description of how you may exercise these rights.

The Right to Inspect and Obtain a Copy of Your Protected Health Information

You have the right to see and receive a paper or electronic copy of protected health information maintained by us that may be used to make decisions about your care. (The law requires us to keep the original record.) Usually, this includes your medical and billing records. To inspect and/or receive a copy of your protected health information, you must submit your request in writing to our Health Information Management/Medical Records Department, 2333 North 6th Street, Grand Junction, CO 81501. If you request a copy of the information, we may charge you a reasonable fee based on our costs.

The Right to Amend

If you believe that protected health information we have about you is incorrect or incomplete, you have the right to request that we correct the existing information or add missing information. To request an amendment, you must make the request in writing along with your reason for the request to the person listed in Section V below.

The Right to a List of Disclosures

You have the right to request a list of certain disclosures of your protected health information. To request this list or accounting of disclosures, you must submit a request in writing indicating a time period, which can be no longer than six years, to the person listed in Section V below. The first list you request within a 12-month period will be free. For additional lists during the same year, we may charge you for the costs of providing the list. We will notify you of the cost involved and you may choose to withdraw or modify your request at that time before any costs are incurred.

The Right to Request Restrictions on How We Use and Disclose Your Protected health information

You may ask us not to use or disclose your protected health information for a particular reason related to treatment, payment or health care operations. We will consider your request, but we are not legally obligated to agree to a requested restriction except in the following situation: if you have paid for services out-of-pocket in full, you may request that we not disclose information related solely to those services to your health plan. We are required to abide by such a request, except where we are required by law to make the disclosure. To request restrictions on the use or disclosure of your PHI, you may do so at the time you register for services or by contacting the person listed in Section V below.

The Right to Request Confidential Communications

You have the right to ask that protected health information about you be communicated to you in an alternate confidential manner, such as asking that appointment reminders not be left on an answering machine, that mail be sent to an alternate address, or that notices or reminders be sent by e-mail instead of regular mail. We will agree to all reasonable requests so long as we can easily provide it in the format you request. To request protected health information be sent to an alternative address or by other means, please contact the person listed in Section V below in writing, or in a clinic setting, please contact the practice manager.

The Right to a Paper Copy of This Notice

You have the right to a paper copy of this Notice. You may ask us to give you a copy of this Notice at any time. Paper copies are available at our registration locations and our HIM Department. You may also obtain a copy of this Notice on our website at MarillacHealth.org.

IV. Complaints

If you believe that we may have violated your rights with respect to your protected health information, you may file a written complaint with the person listed in Section V below. You also may initiate a complaint to the Office for Civil Rights, U.S. Department of Health and Human Services. More information about this complaint process is available at <https://www.hhs.gov/hipaa/filing-a-complaint/complaint-process/index.html>. You will not be penalized for filing a complaint about our privacy practices. You will not be required to waive this right as a condition of treatment.

V. Person to Contact for Information About This Notice or to Complain About Our Privacy Practices

If you have any questions about this Notice or wish to make a complaint about our privacy practices, please contact our Privacy Officer at 970-200-1600. Formal complaints must be in writing. Complaint forms are available at all registration areas or from the HIM Department. Complaints should be sent to the Privacy Officer at 2333 North 6th Street, Grand Junction, CO 81501 or by fax to 970-200-1611.

VI. Changes

We reserve the right to change the terms of this Notice and our privacy policies at any time. We reserve the right to make the revised Notice effective for protected health information we already have about you as well as any information we receive in the future. Before we make an important change to our policies, we will promptly change this Notice and post a new Notice in our registration areas. The Notice will contain the effective date. You can also request a copy of this Notice from the contact person listed in Section V above at any time or can view a current copy of the Notice on our website at www.marillachealth.org.

VII. OCHIN Collaborative

MarillacHealth is part of an organized health care arrangement including participants in OCHIN. A current list of OCHIN participants is available at www.ochin.org. As a business associate of MarillacHealth, OCHIN supplies information technology and related services MarillacHealth and other OCHIN participants. OCHIN also engages in quality assessment and improvement activities on behalf of its participants. For example, OCHIN coordinates clinical review activities on behalf of participating organizations to establish best practice standards and assess clinical benefits that may be derived from the use of electronic health record systems. OCHIN also helps participants work collaboratively to improve the management of internal and external patient referrals. Your personal health information may be shared by MarillacHealth with other OCHIN participants or a health information exchange only when necessary for medical treatment or for the health care operations purposes of the organized health care arrangement. Health care operation can include, among other things, geocoding your residence location to improve the clinical benefits you receive. The personal health information may include past, present and future medical information as well as information outlined in the Privacy Rules. The information, to the extent disclosed, will be disclosed consistent with the Privacy Rules or any other applicable law as amended from time to time. You have the right to change your mind and withdraw this consent, however, the information may have already been provided as allowed by you. This consent will remain in effect until revoked by you in writing. If requested, you will be provided a list of entities to which your information has been disclosed.

VIII. Acknowledgment

You will be asked to sign an acknowledgement of your receipt of this Notice of Privacy Practices. We are required by law to make a good faith effort to provide you with our Notice of Privacy Practices and obtain an acknowledgement from you that you received it. Your care and treatment at our facility does not depend on signing the acknowledgment.