



GAUDENZIA, INC.
Substance Use Disorder Treatment Programs
NOTICE OF PRIVACY PRACTICES

**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.**

Gaudenzia, Inc. ("Gaudenzia") is required to abide by the terms of this notice. The medical information we maintain may come from any of the providers from whom you have received services. The medical information we record and maintain is known as PHI (PROTECTED HEALTH INFORMATION). We will not use or disclose your PHI without your permission, except as described in this notice.

Information regarding your health care, including payment for healthcare, 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 & 164, and the Confidentiality Law, 42 U.S.C. § 290dd-2, 42 C.F.R. Part 2. Under these laws, Gaudenzia may not say to a person outside Gaudenzia that you attend the program, nor may Gaudenzia disclose any information identifying you as an alcohol or drug user or disclose any other PHI except as permitted by federal law.

We reserve the right to change our practices and to make the new provisions effective for all medical information we maintain. Should our medical information practices change, we will amend this notice and post a notice of the changes, which will be made available to anyone upon request. This notice is effective as of January 1st, 2023.

USES AND DISCLOSURES:

Gaudenzia must obtain your written consent before it can disclose information about you for payment purposes. Generally, you must also sign a written authorization before Gaudenzia can share information for treatment purposes or



for healthcare operations. However, federal law permits Gaudenzia to disclose information without your written permission for the following:

1. Pursuant to an agreement with a person or agency that provides services to Gaudenzia.
2. For research, audit, or evaluation.
3. To report a crime committed on Gaudenzia premises or against Gaudenzia personnel.
4. To medical personnel in a medical emergency.
5. To appropriate authorities to report suspected child abuse or neglect.
6. As allowed by a court order.

Before Gaudenzia can use or disclose any information about your health in a manner which is not described above, it must first obtain your specific written authorization allowing it to make the disclosure. You may revoke any such written authorization to any Gaudenzia staff member, verbally or in writing, except to the extent that we have already acted on it.

WHAT ARE YOUR RIGHTS? YOU HAVE THE RIGHT TO:

- Request restrictions on certain uses and disclosures of your Protected Health Information (PHI).
- Receive reasonable confidential communication of PHI, e.g., contact you at a place of your choosing.
- Inspect and copy your medical record by written request, with some exceptions. Gaudenzia reserves the right to deny the request, to which you may make a further appeal through the contact information listed below.
- Request an amendment of your medical record. Gaudenzia reserves the right to deny the request, to which you may make a further appeal through the contact information listed below.
- Receive an accounting of Gaudenzia disclosures of your PHI during the six years prior to your request.
- Receive a paper copy of this notice.

HOW CAN YOU REPORT A PROBLEM?

If you feel your privacy rights have been violated, or you wish to appeal the denial of a request you filed, you may file a complaint with the Gaudenzia Compliance



department at Compliance@gaudenzia.org or the Secretary of the United States Department of Health and Human Services (DHHS), Office for Civil Rights (OCR) at:

U.S. Department of Health & Human Service (Mid-Atlantic Region)
801 Market Street, Suite 9300 Philadelphia, PA 19107-3134
Call Center: (800) 368-1019

There will be no retaliation for filing a complaint.

WOULD YOU LIKE MORE INFORMATION?

If you have questions and would like more information, you may contact the Gaudenzia Compliance at Compliance@gaudenzia.org