ABANA

CO-LIVING

NOTICE OF PRIVACY PRACTICES

YOUR	RIGHTS	OUR
INFORMATION	CHOICES	RESPONSIBILITIES

Your Information.
Your Rights.
Our Responsibilities.

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.

Your Rights

When it comes to your health information, you have certain rights. This section explains your rights and some of our responsibilities to help you.

Get an electronic or paper copy of your medical record	• You can ask to see or receive an electronic or paper copy of your medical record and other health information we have about you. Ask us how to do this. • We will provide a copy or a summary of your health information, usually within 30 days of your request. We may charge a reasonable, cost-based fee.
Ask us to correct your medical record	• You can ask us to correct health information about you that you think is incorrect or incomplete. Ask us how to do this. • We may say no to your request, but we will tell you why in writing within 60 days.
Request confidential communications	• You can ask us to contact you in a specific way, such as at a home or office phone number, or to send mail to a different address. • We will agree to all reasonable requests.
Ask us to limit what we use or share	• You can ask us not to use or share certain health information for treatment, payment, or our operations. • We are not required to agree to your request, and we may say no if it would affect your care. • If you pay for a service or health care item out of pocket in full, you can ask us not to share that information with your health insurer for payment or operational purposes. • We will agree unless a law requires us to share the information.

Your Rights

Additional rights regarding access, representation, and complaints.

Get a list of those with whom we have shared information

- You can ask for an accounting of the times we have shared your health information during the six years before the date of your request, including who received it and why.
- The accounting will exclude disclosures for treatment, payment, health care operations, and certain other disclosures, including disclosures you asked us to make.
- We will provide one accounting each year at no charge. We may charge a reasonable, cost-based fee for an additional accounting requested within 12 months.

Get a copy of this privacy notice

- You can ask for a paper copy of this notice at any time, even if you agreed to receive it electronically.
- We will provide a paper copy promptly.

Choose someone to act for you

- If you have given someone medical power of attorney, or if someone is your legal guardian, that person may exercise your rights and make choices about your health information.
- We will verify that the person has authority to act for you before taking action.

File a complaint if you feel your rights were violated

- You may complain if you believe we violated your rights by contacting us using the information on the final page.
- You may also file a complaint with the U.S. Department of Health and Human Services, Office for Civil Rights, by mail at 200 Independence Avenue, S.W., Washington, D.C. 20201, by phone at 1-877-696-6775, or through the HHS website.
- We will not retaliate against you for filing a complaint.

Your Choices

For certain health information, you can tell us your preferences about what we share. Tell us what you want us to do, and we will follow your instructions when required.

You have both the right and the choice to tell us to:

- Share information with your family, close friends, or others involved in your care.
- Share information in a disaster-relief situation.
- Include your information in a hospital directory, when applicable.

If you are unable to tell us your preference, such as when you are unconscious, we may share information if we believe doing so is in your best interest. We may also share information when needed to lessen a serious and imminent threat to health or safety.

We never share the following without your written permission:

- Information for marketing purposes.
- Information in connection with a sale of your information.
- Most psychotherapy notes.

Fundraising

- We may contact you regarding fundraising efforts, but you may tell us not to contact you again.

Our Uses and Disclosures

How do we typically use or share your health information?

Treat you

- We may use your health information and share it with other professionals who are treating you.

Example: *A doctor treating you for an injury asks another doctor about your overall health condition.*

Run our organization

- We may use and share your health information to operate our organization, improve services, and contact you when necessary.

Example: *We use health information about you to manage treatment and services provided by outside professionals.*

Bill for services

- We may use and share your health information to bill and obtain payment from health plans or other entities when applicable.

Example: *We provide necessary information to a health plan so it can determine payment for covered services.*

ABANA Co-Living does not provide licensed medical or behavioral health treatment services onsite. Any clinical services are provided by outside providers who are not affiliated with ABANA Co-Living.

Other Permitted or Required Uses

We may also use or share information in ways that contribute to public health, safety, research, and legal compliance. We must meet applicable legal requirements before doing so.

Help with public health and safety issues	• Preventing disease. • Helping with product recalls. • Reporting adverse reactions to medications. • Reporting suspected abuse, neglect, or domestic violence. • Preventing or reducing a serious threat to anyone's health or safety.
Do research	• We may use or share information for health research when permitted by law.
Comply with the law	• We will share information when state or federal law requires it, including with the Department of Health and Human Services when it requests information to determine compliance with federal privacy law.
Respond to organ and tissue donation requests	• We may share health information with organ procurement organizations when permitted by law.

Other Permitted or Required Uses

Additional circumstances in which information may be disclosed.

Work with a medical examiner or funeral director	• We may share health information with a coroner, medical examiner, or funeral director when an individual dies.
Address workers' compensation, law enforcement, and government requests	• For workers' compensation claims. • For law-enforcement purposes or with a law-enforcement official. • With health-oversight agencies for activities authorized by law. • For special government functions, including military, national security, and presidential protective services.
Respond to lawsuits and legal actions	• We may share health information in response to a court or administrative order, or in response to a subpoena.

Special Notes About ABANA Co-Living

ABANA Co-Living does not create or maintain psychotherapy notes and does not operate a hospital directory.

ABANA Co-Living does not provide licensed medical or behavioral health treatment services onsite. Any clinical services are provided by outside providers who are not affiliated with ABANA Co-Living.

ABANA Co-Living does not maintain substance-use-disorder treatment records governed by 42 CFR Part 2.

California law provides additional protections for certain information, including mental health, HIV status, genetic information, and substance-use information. We comply with applicable California privacy requirements and do not disclose this information without written permission unless legally required.

ABANA Co-Living does not currently use or support the Blue Button protocol for electronic access to health information.

Our Responsibilities

- We are required by law to maintain the privacy and security of protected health information.
- We will notify you promptly if a breach occurs that may have compromised the privacy or security of your information.
- We must follow the duties and privacy practices described in this notice and provide you with a copy.
- We will not use or share information other than as described here unless you authorize us in writing. You may change your mind at any time by notifying us in writing.

Changes to This Notice

We may change the terms of this notice. Any changes will apply to all information we have about you. The revised notice will be available upon request, in our office, and on our website.

Organizations Covered by This Notice

ABANA Co-Living is not part of an Organized Health Care Arrangement (OHCA), and we do not share protected health information under joint operational agreements with hospitals, clinics, or other health care entities. This notice applies only to ABANA Co-Living and its business operations.

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