

Effective Date: July 1, 2006



UMFS Privacy Notice

This privacy policy is provided to every UMFS client or client's legal guardian; is posted in each regional center, Charterhouse School, and the Day Treatment program; and is available on our website, www.umfs.org

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

Uses and Disclosures of Health Information

We are committed to protecting the privacy of the information you provide to us regarding your health and mental health. Information regarding your health and mental health will be recorded and maintained in a record kept in our office. Information contained in that record may be used in your treatment (for example, copies of your health and mental health information may be sent to the locality who referred you to us), obtaining payment for that treatment (for example, submitting a claim for payment to the locality that referred you), and for administrative purposes (for example, quality improvement and utilization management purposes).

We may, under certain circumstances, use or disclose your health and mental health information without your authorization. Subject to certain requirements, we may use or disclose your health and mental health information for: public health purposes; health oversight activities; the report of suspected abuse or neglect; workers' compensation purposes, research purposes, health and mental health examiners; and for judicial and administrative proceedings. We may disclose your health and mental health information when otherwise required by law, such as for law enforcement purposes under certain circumstances. Other uses or disclosures of your health and mental health information will be made only with your written authorization. You may revoke a written authorization for the use or disclosure of your health and mental health information at any time.

We reserve the right to change the terms of this notice at any time and to make the new notice provisions effective for all health and mental health information that we maintain. We will post a copy of the current notice in our offices, which will include the effective date of the notice. You may also request a copy of the notice at any time by contacting the person listed below.

Your Rights Regarding Your Health and Mental Health Information

In most cases, you have the right to inspect and receive a copy of the health and mental health information used to make decisions about your care. We may charge you a fee for copies

of your health and mental health information. You have the right to amend the health and mental health information we have regarding you, if you believe that information is incorrect or incomplete. You also have the right to receive a list of the instances in which your health and mental health information was disclosed for reasons other than treatment, payment, or our quality improvement and utilization management operations.

You have the right to request that we communicate with you regarding your health and mental health information in a certain confidential manner, for example by mail sent to your office.

You have the right to request in writing that we not use or disclose your health and mental health information for treatment, payment, or our quality improvement and utilization management operations purposes, or to other persons involved in your care except when specifically authorized by you, except when required by law or in an emergency. We will consider your written request, but are not required to accept such a request.

To exercise any of your rights regarding your health and mental health information, please contact the persons listed below.

Our Duties Regarding Your Health and Mental Health Information

We are required by law to maintain the privacy of your health and mental health information and to provide you with notice of our legal duties and privacy practices with respect to your health and mental health information. We are required to abide by the terms of the notice of our privacy policy currently in effect.

Complaints

If you believe your privacy rights may have been violated, you may contact the persons listed below. You may also file a written complaint with the U.S. Department of Health and Human Services. Under no circumstances will retaliatory action be taken against you for filing a complaint.

If you have any questions or complaints, please contact:

Penelope McFarline
Quality Improvement Coordinator
3900 West Broad St.
Richmond, VA 23230
804-254-9466

Jay Ziehl
Chief Operating Officer
3900 West Broad St.
Richmond, VA 23230
804-254-9469

