



**NOTICE OF PRIVACY PRACTICES
PLEASE REVIEW THIS NOTICE CAREFULLY.**

This Notice of Privacy Practices (NPP) describes the privacy practices of Anderson Center for Autism (ACA) and the privacy rights of the people we serve. It describes how we may use and disclose protected health information (PHI) to carry out treatment, payment or health care operations and for other purposes that are permitted or required by law. It also describes how you can access your health records.

The Health Insurance Portability and Accountability Act (HIPAA) Privacy rule DOES NOT CHANGE the way you receive services from ACA, or the privacy rights you have always had under federal and state laws. The Privacy rule adds some details about how you can exercise your rights.

Our Privacy Commitment to You:

We understand that information about you and your family is personal. We are committed to protecting your privacy and sharing information only with those who need to know and are allowed to see the information to assure quality services for you. ACA is required by law to maintain the privacy of your health information and to provide you with notice of its legal duties and privacy practices with respect to your health information. When we use the word “you” in this Notice, we also mean your personal representative. Depending on your circumstances and in accordance with State law, this may mean your guardian, your health care proxy, or your involved parent, spouse, or involved adult family member or personal representative.

This NPP may be revised or updated to reflect current practices or as required by law. If you have questions about any part of this Notice or if you want more information about the privacy practices at ACA, please contact our Chief Corporate Compliance Officer who also serves as our Privacy Officer.

Carol Simpson
Chief Corporate Compliance Officer
Anderson Center for Autism
4885 Route 9, PO Box 367
Staatsburg, NY 12580
(845) 889-9605
CSimpson@AndersonCares.org



Who Will Follow This Notice:

All employees, volunteers, contractors and agency associates (workforce members) of ACA and its affiliates who are authorized to enter information in your record or need to review your record to provide services to you will follow this Notice.

What Information is Protected:

All information that we create or maintain that relates to your health or care and treatment, including but not limited to your name, address, birth date, social security number, your medical information, your service or treatment plan, and other information (including photographs or other images) about your care in our programs, is considered protected information. In this Notice, we refer to protected information as protected health information or “PHI”. We create and collect information about you and we maintain a record of the care and services you receive through this agency. The information about you is kept in a record; it may be in the form of paper documents in a chart or on a computer. We refer to the information that we create, collect, and maintain as a “record” in this Notice.

Your Health Information Rights:

Unless otherwise required by law, your record is the physical property of ACA, but the information in it belongs to you and you have the right to have your information kept confidential. You have the following rights concerning your PHI:

- You have a right to see or inspect your PHI and obtain a copy of the information. Some exceptions apply, such as information compiled for use in court or administration proceedings. NOTE: ACA requires you to make your request for records in writing to the Chief Corporate Compliance Officer. You may request copies in paper format or in an electronic form such as a CD, portable device, or memory stick. A reasonable fee may be charged for copies of records. We will provide your records as soon as possible but no later than 30 days of receipt of your written request, or sooner if required by federal or state law.
- If we deny your request to see your information, you have the right to request a review of that denial. The Executive Director/designee will appoint a licensed health care professional to review the record and decide if you may have access to the record.
- You have the right to ask ACA to change or amend information that you believe is incorrect or incomplete. We may deny your request in some cases, for example, if the record was not created by ACA or if after reviewing your request, we believe the record is accurate and complete. We will let you know in writing the reason(s) for denying your request within 60 days.



- You have the right to request an accounting of the disclosures that ACA has made of your PHI. The list, however, does not include certain disclosures, such as those made for treatment, payment, and health care operations, or disclosures made to you or made to others with your permission.
- You have the right to request a restriction on uses or disclosures of your health information related to treatment, payment, health care operations, and disclosures to involved family. ACA, however, may not be able to grant your request if we believe it would affect your care or if disclosure is required by law.
- You have the right to request that ACA communicates with you in a way that will help keep your information confidential. You may request alternate ways of communication with you or request that communications are forwarded to alternative locations.
- You have the right to request limiting disclosures to insurers if you have paid for the service out-of-pocket in full. You must request this in writing to our Privacy Officer. We will say “yes” unless a law requires us to share that information.
- You have the right to be notified if there is a breach of unsecured PHI containing your information; we are required by federal law to provide notification to you.
- You have the right to ask for a paper copy of this notice at any time, even if you have agreed to receive the notice electronically. We will provide you with a paper copy promptly.
- If you have given someone medical power of attorney or if someone is your legal guardian, that person can exercise your rights and make choices about your health information. We will make sure the person has this authority and can act for you before we take any action.
- You have the right to file a complaint if you feel we have violated your rights by contacting us and/or the Office of Civil Rights using the contact information on the last page of this document.

To request access to your information you will be required to submit your requests in writing to the Chief Corporate Compliance Officer using the contact information noted on page 1 of this Notice.

NOTE: Other regulations may restrict access to HIV/AIDS information, federally protected education records, and federally protected drug and alcohol information. See any special authorizations or consent forms that will specify what information may be released and when, or contact the Chief Corporate Compliance Officer listed above.

Our Responsibilities to You:

We are required to:

- Maintain the privacy and security of your information in accordance with federal and state laws.



- Give you this Notice of Privacy Practices that tells you how we will keep your information private.
- Tell you if we are unable to agree to a limit on the use or disclosure of information that you request.
- Carry out reasonable requests to communicate information to you by special means or at other locations.
- Get your written permission to use or disclose your information except for the reasons explained in this notice, such as for treatment, payment and healthcare operations.
- We have the right to change our practices regarding the information we keep. If practices are changed, we will tell you by giving you a new Notice of Privacy Practices. The most current Notice of Privacy Practices will be posted on our website: www.andersoncenterforautism.org
- Notify you if there is a breach of your protected health information.

How ACA Uses and Discloses Your Health Information Without Your Permission:

ACA may use and disclose information without your permission for the purposes described below. For each of the categories of uses and disclosures, we explain what we mean and offer an example. Not every use or disclosure is described, but all of the ways we will use or disclose information will fall within these categories.

- **Treatment:** ACA will use your information to provide you with treatment and services. We may disclose information to doctors, nurses, psychologists, social workers, and other ACA workforce members who are involved in providing your care. For example, involved staff may discuss your information to develop and carry out your treatment or service plan and other ACA staff may share your information to coordinate different services you need, such as medical tests, respite care, transportation, etc. We may also need to disclose your information to other providers outside of ACA who are responsible for providing you with services.
- **Payment:** ACA will use your information so that we can bill and collect payment from you, a third party, an insurance company, Medicare or Medicaid, or other government agencies. For example, we may need to provide your health care insurer with information about the services you received in our agency or through one of our programs so they will pay us for the services. In addition, we may disclose your information to receive prior approval for payment for services you may need.
- **Health Care Operations:** ACA will use information for administrative operations. These uses and disclosures are necessary to operate ACA programs and to make sure all individuals receive appropriate, quality care. For example, we may use information for quality improvement to review our treatment and services and to evaluate the performance of our staff in serving you.



Additional Uses and Disclosures That Do Not Require Your Written Authorization:

In addition to treatment, payment, and health care operations, ACA will use your information without your permission for the following reasons:

- For workforce member **on-the-job training**, for the purposes of obtaining **legal services** from our attorneys, conducting **fiscal audits**, and for **fraud and abuse detection** and compliance through our Compliance Program. We may also disclose information to those who need access to the information to perform **administrative or professional services** on our behalf.
- When we are **required to do so by federal or state law**.
- For **public health reasons**, including prevention and control of disease, injury or disability, reporting births and deaths, reporting suspected abuse or neglect of an adult or child, reporting domestic violence, reporting reactions to medication or problems with products, and to notify people who may have been exposed to a disease or are at risk of spreading the disease.
- For **health oversight activities**, including audits, investigations, surveys and inspections, and licensure. These activities are necessary for government to monitor the health care system, government programs, and compliance with civil rights laws. Health oversight activities do not include investigations that are not related to the receipt of health care or receipt of government benefits in which you are the subject.
- For **judicial and administrative proceedings**, including hearings and disputes. If you are involved in a court or administrative proceeding we will disclose information in response to a court or administrative order or in response to a subpoena where a judge or presiding officer orders us to share the information.
- For **law enforcement purposes**, in response to a court order or subpoena, to report a possible crime, to identify a suspect or witness or missing person, to provide identifying data in connection with a criminal investigation, and to the district attorney in furtherance of a criminal investigation of client abuse.
- Upon your death, to **coroners or medical examiners** for identification purposes or to determine cause of death, and to **funeral directors** to allow them to carry out their duties.
- To organ procurement organizations to accomplish cadaver, eye, tissue, or **organ donations** in compliance with state law.
- For **research** purposes when you have agreed to participate in the research and the Privacy Oversight Committee has approved the use of the clinical information for the research purposes.
- To **prevent or lessen a serious and imminent threat** to your health and safety or someone else's.
- To authorized federal officials for intelligence and other **national security** activities authorized by law or to provide **protective services to the President** and other officials.



- To **correctional institutions** or **law enforcement officials** if you are an inmate and the information is necessary to provide you with health care, protect your health and safety or that of others, or for the safety of the correctional institution.
- To **governmental agencies that administer public benefits** if necessary to coordinate the covered functions of the programs.

Uses and Disclosures That Require Your Written Authorization:

ACA will use or disclose information for the following reasons only with a written authorization that states who may receive the information, what information is to be shared, the purpose of the use or disclosure and an expiration for the authorization. If you cannot give permission due to an emergency, ACA may release information in your best interest. We must tell you as soon possible after releasing the information.

- To **fundraising** organizations that assist us in fundraising. **We may contact you for fundraising but you can tell us not to contact you again and we must honor your request.**
- For **marketing** of health-related services or the sale of PHI.
- For **marketing** purposes such as agency newsletters and press releases.
- To disclose **psychotherapy** notes.

Revocation

You may revoke your authorization at any time. If you revoke your authorization in writing we will no longer use or disclose your information for the reasons stated in your authorization. We cannot, however, take back disclosures we made before you revoked and we must retain information that indicates the services we have provided to you.

Changes to this Notice:

We reserve the right to change this Notice. We reserve the right to make changes to terms described in this Notice and to make the new notice terms effective to all information that ACA maintains. We will post the new notice with the effective date on our website at www.andersoncenterforautism.org as well as within the “Families” portal located under the Resources tab on the website. Copies are available upon request from the Chief Corporate Compliance Officer.



Complaints:

If you believe your privacy rights have been violated, you may file a complaint. All complaints must be submitted in writing. **You will not be retaliated against for filing a complaint.** You may contact the individuals or organizations below:

Carol Simpson
Chief Corporate Compliance Officer
Anderson Center for Autism
4885 Route 9, PO Box 367
Staatsburg, NY 12580
(845) 889-9605
CSimpson@AndersonCares.org

- You may contact the Director of the Office for Civil Rights, U.S. Department of Health and Human Services, 200 Independence Avenue, S.W., Room 509F HHH Bldg., Washington, D.C. 20201, Secretary of the Department of Health and Human Services. You may call them at (877) 696-6775 or write to them at 200 Independence Ave. S.W., HHH Building Room 509H, Washington DC, 20201. You may also visit www.hhs.gov/ocr/privacy/hipaa/complaints/.
- You may file a grievance with the Office of Civil Rights by calling or writing Region II – US Department of Health and Human Services, Jacob Javits Federal Building, 26 Federal Plaza, Suite 3312, New York, New York 10278, Voice Phone (800) 368-1019, FAX (212) 264-3039, TDD (800) 537-7697.