

**DACCO**  
**PATIENT PRIVACY NOTICE**  
**CONFIDENTIALITY OF SUBSTANCE USE DISORDER PATIENT RECORDS**

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

General Information

Information regarding your health care, including payment for health care, is protected by two federal laws: the Health Insurance Portability and Accountability Act of 1996 (“HIPAA”), 42 U.S.C. § 1320 *et seq.*, 45 C.F.R. parts 160 & 164, and the Confidentiality of Substance Use Disorder Patient Records, 42 U.S.C. § 290dd-2, 42 C.F.R. part 2. Under these laws, DACCO Behavioral Health, Inc. (“DACCO”) may not say to a person outside of DACCO that you attend the program, nor may DACCO disclose any information identifying you as a substance use disorder patient, or disclose any other protected information except as permitted by federal law.

Your Rights

Under HIPAA, you have the right to request restrictions on certain uses and disclosures of your health information. We are not required to agree to your request, and we may say “no” if it would affect your care. If you pay for the services you receive from DACCO yourself in full (out-of-pocket), you can ask us not to share that information for the purpose of payment or our operations with your health insurer. We will say “yes” unless a law requires us to share that information.

You have the right to ask us to contact you in a specific way (for example, home or office phone) or to send mail to a different address. DACCO will accommodate such requests that are reasonable. Under HIPAA you also have the right to inspect and have a copy of your own health information maintained by DACCO either by paper or in an electronic format, except to the extent that the information contains psychotherapy notes or information compiled for use in a civil, criminal, or administrative proceeding or in other limited circumstances.

Under HIPAA you also have the right, with some exceptions, to amend health care information maintained in DACCO’s records 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. You can request and receive an accounting of disclosures of your health related information made by DACCO during the six years prior to your request. You also have the right to receive a paper copy of this notice.

Uses & Disclosures

Generally, DACCO must obtain your written consent before DACCO can share information for treatment purposes. For example, you must sign a written consent before DACCO can share information with your primary care physician. DACCO must obtain your written consent before it can disclose information about you for payment purposes. For example, DACCO must obtain your written consent before it can disclose information to your health insurer in order to be paid for services. DACCO can use and share your health information to run our organization, improve your care, and contact you when necessary. For example, DACCO uses health information about you to manage your treatment and services. DACCO may contact you to provide appointment reminders. In case of fundraising, we may contact you for fundraising efforts, but you can tell us not to contact you again. DACCO is required to obtain your written consent before it can sell information about you, disclose information about you for marketing purposes, or disclose any of your psychotherapy records.

Federal law permits DACCO to disclose information *without* your permission:

1. Pursuant to an agreement with a qualified service organization/business associate;
2. For research, audit, or evaluations;
3. To report a crime committed on DACCO's premises or against DACCO personnel;
4. To medical personnel in a medical emergency;
5. To appropriate authorities to report suspected child abuse or neglect;
6. As allowed by court order;
7. To the FDA medical personnel if patient health is threatened by a product.

Before DACCO can use or disclose any information about your substance use disorder treatment in a manner which is not described above, it must first obtain your specific written consent allowing DACCO to make the disclosure. Any such written consent may be revoked by you orally or in writing.

#### DACCO's Duties

DACCO is required by law to maintain the privacy of your health information, provide you with notice of its legal duties and privacy practices with respect to your health information, and to notify you if you are affected by any breach of your health information. DACCO is required by law to abide by the terms of this notice. DACCO reserves the right to change the terms of this notice and to make new notice provisions effective for all protected health information it maintains. If DACCO does make changes to the privacy notice, the new privacy notice will be available upon request, in our office, and posted on the DACCO website ([www.dacco.org](http://www.dacco.org)).

#### Complaints and Reporting Violations

You may complain to DACCO if you feel we have violated your rights by filing a patient grievance or contacting DACCO's Privacy Officer at [privacy@dacco.org](mailto:privacy@dacco.org) or 813-384-4161. You may file a complaint with the US Department of Health and Human Services Office for Civil rights by sending a letter to 200 Independence Ave SW, Washington, DC 20201, or 1-877-696-6775, or [www.hhs.gov/ocr/privacy/hipaa/complaints/](http://www.hhs.gov/ocr/privacy/hipaa/complaints/).

Violation of the Confidentiality of Substance Use Disorder Patient Records Law by a program is a crime. Suspected violations of the Confidentiality Law may be reported to the United States Attorney's Office for the Middle District of Florida (813-274-6000) or Substance Abuse and Mental Health Services Administration (SAMHSA) for opioid treatment programs at 877-726-4727.

You will not be retaliated against for filing such a complaint.

#### Contact

For further information, contact DACCO's Privacy Officer at [privacy@dacco.org](mailto:privacy@dacco.org) or 813-384-4161.

Effective Date: 01/18/18