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**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**.

General 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. § 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 Final Rule. Under these laws, LRADAC may not say to a person outside of LRADAC that you attend the program, nor may LRADAC disclose any information identifying you as an substance use disorder patient, or disclose any other protected information except as permitted by federal law.

LRADAC must obtain your written consent before it can disclose information about you for payment purposes. For example, LRADAC must obtain your written consent before it can disclose information to your health insurer to be paid for services. Generally, you must also sign a written consent before LRADAC can share information for treatment purposes or for health care operations. However, federal law permits LRADAC to disclose information without your written permission:

1. Pursuant to an agreement with a business associate;

2. For research, audit or evaluations;

3. To report a crime committed on LRADAC’s premises or against LRADAC’s 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.

For example, LRADAC can disclose information without your consent to obtain legal or financial services, or to another medical facility to provide health care to you, if there is a business associate agreement in place.

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

**Your Rights**

Under HIPAA you have the right to request restrictions on certain uses and disclosures of your health information. LRADAC is not required to agree to any restrictions you request, but if it does agree then it is bound by that agreement and may not use or disclose any information which you have restricted except as necessary in a medical emergency. You have the right to request that we communicate with you by alternative means or at an alternative location.

LRADAC will accommodate such requests that are reasonable and will not request an explanation from you. Under HIPAA, you also have the right to inspect and copy your own health information maintained by LRADAC, 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 LRADAC's records, and to request and receive an accounting of disclosures of your health-related information made by LRADAC during the six years prior to your request. You also have the right to receive a paper copy of this notice.

**LRADAC’s Duties**

LRADAC 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. LRADAC is required by law to abide by the terms of this notice. LRADAC reserves the right to change the terms of this notice and to make new notice provisions effective for all protected health information it maintains. You will receive a copy of this notice at intake or upon request.

**Complaints and Reporting Violations**

You may complain to LRADAC and the Secretary of the United States Department of Health and Human Services if you believe that your privacy rights have been violated under HIPAA. Your complaint must be in writing and sent to the Privacy Officer, LRADAC, P.O. Box 50597 Columbia, SC 29250. You will not be retaliated against for filing such a complaint.

Violation of the Confidentiality Law by a program is a crime. Suspected violations of the Confidentiality Law may be reported to the United States Attorney in the district where the violation occurs.

**Contact**

For further information, contact LRADAC at 803-726-9600 and request to speak with the Privacy Officer.

**Effective Date**

This notice became effective April 14, 2003.