



NOTICE OF PRIVACY PRACTICES

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.

I. The Village has a legal duty to protect your personal/health information and to inform you of our Privacy Practices. If you have questions about any part of this Notice, you may contact our Privacy Officer at (800) 627-8220 or by mail - Attn: Privacy Officer, The Village Family Service Center, PO Box 9859, Fargo, ND 58106.

II. Uses and Disclosures

The Village may use and disclose your personal/health information in the following circumstances – on a “need to know” basis only:

- A. to provide treatment/service to you;
- B. to obtain payment for treatment/service;
- C. for other Village operations, as appropriate. Examples could be our Quality Improvement Program, case consultation, or in the process of accreditation;
- D. in cases where a client is served in more than one program, “minimum necessary” information may be shared on a “need to know” basis;
- E. to provide appointment reminders within certain programs (by phone, mail, etc.)
- F. when required by law:
 - if we become aware through our work that you may be a danger to yourself or others;
 - if we become aware of or suspect child abuse or neglect;
 - if we become aware of or suspect abuse or neglect of a vulnerable adult - (MN statute 626, ND statute - Vulnerable Adult Protection Services - Chapter 50-25.2);
 - if we are court ordered to testify or to submit our records to the court;
- G. to authorized federal officials if it is required for lawful intelligence, counterintelligence, and other national security activities;
- H. for research/educational projects approved by The Village’s Research/Educational Projects policy;
- I. to provide fundraising information to clients within certain programs (by phone, mail, etc.);
- J. in the event of an emergency, to contact a family member or significant other to inform them of your circumstances or well-being.

III. Your Rights Regarding Your Personal/Health Information

You have the right:

- A. to request restrictions on certain uses and disclosures of your personal/health information. *The Village is not required to agree to the restrictions you request;*
- B. to request that we communicate with you in a certain way or at a certain location, i.e., at your work phone, address, by cell phone, PO Box, etc;
- C. to review and copy your personal/health information according to Village standards of practice;
- D. to amend your personal/health information according to Village standards of practice;
- E. to a listing of uses and disclosures of your personal/health information;
- F. to receive a paper copy of this Notice.

IV. Complaints

Complaints regarding this Notice or how the agency handles your personal/health information may be directed to: ATTN: Privacy Officer, The Village Family Service Center, PO Box 9859, Fargo, ND 58106, (800) 627-8220, or to the Department of Health and Human Services, Office of Civil Rights, Hubert H. Humphrey Bldg., 200 Independence Avenue, SW, Room 509F HHH Building, Washington, DC 20201.

V. Changes to this Notice of Privacy Practices

The effective date of this Notice is 4/14/03. The Village’s Notice of Privacy Practices may be modified due to agency needs, revisions in local, state, or federal laws or accrediting body regulations. Modifications to our Notice and a current version will be communicated and available on our website (www.thevillagefamily.org) and in each of our service locations.

VI. Acknowledgement

I acknowledge that I have received a copy of this Notice regarding the use and disclosure of my personal/health information.

_____	_____	_____	_____
Signature	Date	Signature	Date
_____	_____	_____	_____
Signature	Date	Signature	Date