

MORC Rehab Services

NOTICE OF PRIVACY PRACTICES

This Notice of Privacy Practices is applicable to all individuals receiving services from MORC Rehab Services.

MORC Rehab Services is committed to keep the information gathered about you private. Any information that identifies you and pertains to your past, present, or future physical or mental health or condition and/or related services and payment is called Protected Health Information (PHI). We are required by law to give you this notice about our privacy practices. We must abide by these practices but may change them at any time. Written notification will be mailed to you regarding any changes, and it will cover all PHI information we keep.

PLEASE REVIEW THIS NOTICE CAREFULLY. THIS NOTICE DESCRIBES:

- **THE TYPES OF MEDICAL INFORMATION OBTAINED**
- **HOW MEDICAL INFORMATION ABOUT YOU IS USED AND DISCLOSED (SHARED)**
- **HOW YOU CAN GET ACCESS TO THIS INFORMATION**
- **YOUR RIGHTS CONCERNING THIS INFORMATION**

TYPES OF MEDICAL INFORMATION OBTAINED

MORC Rehab Services obtains information about you when you receive services. We obtain personal information, such as your name, address, date of birth, social security number, and insurance information. We also obtain and create medical and treatment information, reports on your progress, and other information necessary to carry out your treatment and receive payment for your services.

HOW MEDICAL INFORMATION ABOUT YOU IS USED AND DISCLOSED (SHARED)

MORC Rehab Services is allowed to use and share medical information for treatment, payment, and health care operations.

- **Treatment:** We may use and share your medical information to provide, coordinate, or manage your care. For example we may share information with your referring doctor (this is the person who wrote the prescription for therapy).
- **Payment:** Your protected health information may be used to obtain payment for your care services. This includes making a determination of eligibility or coverage for insurance benefits, reviewing medical services provided, or undertaking utilization review activities.
- **Health Care Operations:** MORC Rehab Services may use or disclose your protected health information in order to support its business activities. This may include quality assessment, employee reviews, trainings, agency accreditations, state and local reporting requirements, etc.

MORC Rehab Services is permitted or required by law to use and share medical information without your consent. Examples include:

- Public health activities, such as communicable disease monitoring.
- Federal, state, or local agency responsible to review the activities of our agency.
- An agency responsible by law to investigate abuse, neglect, or domestic violence.
- Food and Drug Administration, such as product testing and monitoring.
- Legal proceedings, such as subpoenas or other court orders.
- Law enforcement purposes, such as investigation of criminal activities or in an attempt to prevent a serious threat to the health and safety of a person.
- Coroners, medical examiners, or funeral directors to perform their duties as required by law, such as identification and death certificates.
- Research.
- To comply with other provisions of the law, such as military activity, national security, disaster relief, or the Secretary of the Department of Health and Human Services to investigate or determine MORC Rehab Services' compliance with these requirements.
- Correctional facilities, so they may provide care.
- To a person who has the legal authority to act on your behalf after your death.

MORC Rehab Services may share information with your written permission.

With few exceptions, MORC Rehab Services will share information with your written permission to anyone you wish. If you change your mind, you must inform MORC Rehab Services' Privacy Officer in writing. We cannot take back information we have already shared.

MORC Rehab Services may also use your information for additional activities.

You may choose not to participate in one or all of these activities by writing to the MORC Rehab Services Privacy Officer. We may use your information to:

- Contact you to provide appointment reminders.
- Contact you to provide information about treatment alternatives.
- Contact you to provide other health benefits and services that may be of interest to you. For example: Health Related Classes and/or Massage Therapy Services.

HOW YOU CAN GET ACCESS TO THIS INFORMATION

You may look at and copy your records by submitting a written request to the MORC Rehab Services Privacy Officer. Under federal law you may not inspect or copy information gathered for use in court proceedings or administrative hearings or when the law states you may not see it.

YOUR RIGHTS CONCERNING THIS INFORMATION

You have the right to:

- Request a change, if you feel there is a mistake in your records created by MORC Rehab Services. You can do this by submitting your changes in writing to the MORC Rehab Services Privacy Officer.
- Ask that we communicate with you in a certain place or a certain way, such as sending mail to a Post Office Box, instead of your home address.
- Ask for restrictions on the use of your information by writing to the MORC Rehab Services Privacy Officer. We are not required to agree to your request.
- Ask for a list of places we have shared your health information after April 14, 2003. This list will not include the times we used your information for treatment, payment, health care operations, or information shared with your permission.
- Receive another copy of this notice at any time. If you need a copy of this notice or require additional information on your privacy rights or the privacy practices of MORC Rehab Services, please contact our Privacy Officer. You may also find a copy of the Notice of Privacy Practices on our web site at www.morc rehab.org.
- File a complaint should you believe your privacy rights have been violated. You may file a complaint in writing to MORC Rehab Services and/or the Federal Government or you may phone our office at (586) 416-2082.

MORC Rehab Services will not retaliate against you for filing a complaint.

MORC Rehab Services
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P.O. Box 381212
Clinton Township, Michigan 48038
PHONE (586) 416-2082 **FAX** (586) 228-7159 **TTY/TTD** (586) 286-5036 **EMAIL** janaea.smith@morcinc.org

US Department of Health and Human Services
Region V, Office for Civil Rights
233 North Michigan Avenue, Suite 240
Chicago, Illinois 60601
PHONE (312) 886-2359 **FAX** (312) 886-1807 **TTY/TTD** (312) 353-5693 **EMAIL** OCCRCComplaint@hhs.gov

This notice was published and becomes effective on March 1, 2008.