

**FAMILY TREE, INC.**  
**NOTICE OF PRIVACY PRACTICES**  
*Revised June 22, 2011*  
*Version 06222011.1*

**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.**

This Notice of Privacy Practices describes how FAMILY TREE, INC. protects your personal health information (PHI) in order to carry out treatment, payment and health care operations, and for other purposes permitted or required by law. The Notice also describes how we may use and disclose this information and it describes your rights to access and control your personal health information. Personal health information is information that may identify you, relates to your medical condition, the health care services you receive, any plan for future care to be provided to you, or the payment for health care services provided to you.

**Our Pledge Regarding Your Health Information**

We understand that your health information is personal and we are committed to protecting this information. We create a record of the care and services you receive at FAMILY TREE, INC. We need this record to provide quality care and to comply with certain legal requirements. This Notice of Privacy Practices applies to all of the records relating to your health that we maintain, whether created by us or another provider. We are required by law to:

- follow the terms of the Notice of Privacy Practices;
- provide you with this Notice describing our legal duties and privacy practices with respect to your personal health information; and
- maintain the privacy of your personal health information.

**Changes to This Notice**

We may change the terms of our Notice of Privacy Practices at any time. The new notice will be effective for all personal health information that we maintain at that time. If we make changes to this Notice, you may obtain a copy of the revised Notice by contacting the Privacy Officer at the address and phone number listed below. We will also make the revised Notice available at our program and administrative locations, and on our website ([www.thefamilytree.org](http://www.thefamilytree.org)).

**How We May Use and Disclose Your Personal Health Information**

The following categories describe different ways we may use and disclose your personal health information.

A. Treatment, Payment and Health Care Operations

We may use your personal health information to provide services to you, to get paid for providing services to you or for the operations of FAMILY TREE, INC., as described below:

- Treatment - We may use and disclose health information about you to provide you with medical treatment or services. We may disclose medical information

about you to doctors, nurses, technicians, and others who are involved in your care. For example, we may send personal health information to a specialist as part of a referral. In addition, to the extent you receive education services from Family Tree as part of your treatment plan, we may share health information about you with educators in our program so that education services may be provided to you.

- Payment - We may use and disclose your personal health information so the treatment and services you receive from FAMILY TREE, INC. may be billed to and payment collected from you, your health plan, or a third party. For example, we may give your health plan, or the third party administrator who manages your health plan, information regarding services you received from FAMILY TREE, INC. so that your health plan will pay us or reimburse you for the services provided by FAMILY TREE, INC.
- Health Care Operations - We may use and disclose personal health information to support the operations of FAMILY TREE, INC. These uses and disclosures are necessary to run FAMILY TREE, INC. and ensure all of our clients/patients receive quality care. For example, we may use personal health information to review the practices and methods by which we provide treatment and other services.

B. Other Uses and Disclosures

Under limited circumstances, we may also use and disclose personal health information for the following purposes:

- To contact you for appointment reminders and to provide information about or recommend possible treatment options or alternatives that may be of interest to you.
- To a friend or family member who is involved in your care (such as to help with follow-up care).
- To our business associates if they need to receive personal health information to provide a service to us. Examples of such business associates are billing companies, data processing companies, or companies that provide general administrative services. Our business associates are also required to keep your personal health information confidential.
- To government regulatory agencies that have a right to collect health information or for audits, inspections and investigations.
- To law enforcement officials in response to a request made through a court order, subpoena, warrant, summons or to prevent danger or injury.
- To coroners, funeral directors or organ donation organizations to allow them to carry out their duties.
- To prevent a serious threat to life or safety of a person or the public.

- For research studies that meet all privacy law requirements.
- For other purposes required or permitted by law.

C. Uses and Disclosures Not Covered by this Notice

Other Uses of Personal Health Information - Other uses and disclosures of personal health information not covered by this Notice will be made only with your written authorization or that of your legal representative. You may revoke that authorization, in writing, at any time. Such authorization will be effective except to the extent that we have taken action in reliance on the authorization or if your authorization was obtained as a condition of obtaining health care services.

**Your Rights Relating to Your Personal Health Information**

- Right to Inspect and Copy Your Personal Health Information – In most cases, you have the right to inspect and obtain a copy of your personal health information that we maintain for as long as we maintain it. If you want to copy your personal health information, you may be charged a fee for the costs of copying and mailing the information. In limited circumstances, we may deny your request to review or obtain a copy of your personal information. If we deny your request, we will advise you in writing of the reasons for the denial and explain your right to have the denial reviewed.
- Right to Amend Your Personal Health Information – If you believe information we maintain about you is incorrect or if important information is missing, you have the right to request that we amend it. We may deny your request to amend the information under certain circumstances. If we deny your request, we will advise you in writing of the reason for the denial and explain your right to submit a statement disagreeing with the denial.
- Right to Obtain a List of the Disclosures We Have Made – You have the right to obtain a list of the instances where we have disclosed your personal health information for purposes other than treatment, payment, health care operations, disclosures made directly to you, or where you have specifically authorized a disclosure. The first list you request within a 12-month period will be free. We may charge you for our costs in responding to any additional requests.
- Right to Request Restrictions on the Use and Disclosure of Your Personal Information – You have the right to request that we limit the manner in which we use or disclose any part of your personal health information. We are not required to agree to a requested restriction. If we do agree, we will comply with your request except when you require emergency treatment.
- Right to Request Confidential Communications – You have the right to request that we communicate with you about personal health information in a certain way or at a certain location. For example, you may ask we only contact you at work or by mail. We will accommodate all reasonable requests.

- Right to Obtain a Copy of this Notice – You have the right to request a copy of this Notice. A copy will be provided to you at your request.
- Right to File a Complaint – If you believe your privacy rights have been violated, you may file a written complaint with us or with the Secretary of the Department of Health and Human Services. Under no circumstances will you be penalized or retaliated against for filing a complaint.

## **FEDERAL ALCOHOL AND DRUG ABUSE CONFIDENTIALITY REGULATION NOTICE**

### Confidentiality of Alcohol and Drug Abuse Patient Records

The confidentiality of alcohol and drug abuse patient records maintained by this program is protected by Federal law and regulations. Generally, the program may not say to a person outside the program that a patient attends the program, or disclose any information identifying a patient as an alcohol and drug abuser unless:

- (1) The patient consents in writing;
- (2) The disclosure is allowed by a court order; or
- (3) The disclosure is made to medical personnel in a medical emergency or to qualified personnel for research, audit, or program evaluation.

Violation of the Federal law and regulations by a program is a crime. Suspected violations may be reported to appropriate authorities in accordance with Federal regulations.

Federal law and regulations do not protect any information about a crime committed by a patient either at the program or against any person who works for the program or about any threat to commit such a crime.

Federal laws and regulations do not protect any information about suspected child abuse or neglect from being reported under State law to appropriate State or local authorities.

(See 42 U.S.C. 290dd-3 and 42 U.S.C. 290ee-3 for Federal laws and 42 CFR Part 2 for Federal regulations.)

If you wish to request any of the above rights or if you have any questions about our privacy practices, you may contact the Privacy Officer in writing at 3805 Marshall Street, Wheat Ridge, CO 80033; by telephone at 303-422-2133 or via e-mail at [privacyofficer@thefamilytree.org](mailto:privacyofficer@thefamilytree.org). You may also contact our Privacy Officer if you have questions or comments about our privacy practices.

This notice was revised and becomes effective on June 22, 2011, and supersedes all prior versions.

