



NOTICE OF PRIVACY PRACTICES

THIS NOTICE DESCRIBES HOW MEDICAL INFORMATION ABOUT YOU MAY BE USED AND DISCLOSED, AND HOW YOU CAN GET ACCESS TO YOUR HEALTH INFORMATION. PLEASE REVIEW THIS NOTICE CAREFULLY.

Target Community & Educational Services, Inc. (Target) is committed to protecting the privacy of your health information. In order to provide treatment, assist with paying for your health care, or for other purposes listed below, Target may ask for certain health information to be added to your record. The record may contain your symptoms, diagnoses, examination and health results, treatment, Individual Plans, and Behavior Management information.

We are required by the Health Insurance Portability and Accountability Act of 1996 (HIPAA) and other applicable laws to maintain the privacy of your health information, to provide individuals with this Notice of our legal duties and privacy practices with respect to such information, and to abide by the terms of this Notice. We are also required by law to notify affected individuals following a breach of their unsecured health information. We reserve the right to change the terms of this Notice of Privacy Practices as necessary and to make the new Notice effective for all health information that we maintain. A copy of the new Notice may be requested at any time from the Director of Quality Enhancement, 111 Stoner Avenue, Westminster, MD 21157 or by calling 410-848-9090.

USES AND DISCLOSURES OF YOUR PROTECTED HEALTH INFORMATION

Target uses or discloses your protected health information (PHI) for the purposes of treatment, payment, and health care operations, or when required to do so by law or regulation.

Your Authorization

Except as outlined below, we will not use or reveal your protected health information for any purpose unless you have signed a form authorizing the use or disclosure. You have the right to revoke that consent or authorization in writing unless we have taken any action in reliance on the consent or authorization.

For Treatment

Target shares PHI with all members of the interdisciplinary team and medical services providers. We share PHI with other providers identified in the Individual Plan (IP).

For Payment

Target shares PHI with organizations that provide payment for services that you receive, including insurance companies and state and county government. We will disclose your PHI as necessary so that health professionals and facilities that have treated you or provided services for you may receive payment.

Health Care Operations

Target will disclose your PHI as necessary, and as permitted by law, for our health care operations. We may share your PHI with state and county regulatory bodies and accrediting agencies. We will also share your PHI with Dimensional Healthcare and other healthcare professionals, as needed, to provide you with the highest quality of care. We may use and disclose your PHI to help us improve your treatment and care.

Regulation and Law Enforcement

Target may use and disclose your PHI with public health agencies, courts, legal counsel to the agency, law enforcement agencies, the Maryland Disability Law Center, medical examiners, and state, county, and federal government agencies.

- To report information related to victims of abuse, neglect, or domestic violence;
- To assist law enforcement officials in their law enforcement duties; or
- To assist public health, safety, or law enforcement officials avert a serious threat to the health or safety of you or any other person.

Electronic Disclosures

We may use and disclose your PHI electronically for various purposes, such as treatment, payment, health care operations, and other purposes permitted or required by law. If we need to disclose your health information electronically for other purposes, we will obtain your authorization in writing. We will protect all PHI that is electronically sent to anyone outside of the agency or your family/guardian/team members by encrypting it with a password. All staff are required to follow our Social Media Policy.

Individuals' Rights

- You have the right to request access to your files.
- You have the right to request an amendment to your files.
- You have the right to know with whom your PHI is being shared. You also have the right to request a restriction or limitation on the disclosure of your PHI.
- You have the right to confidentiality of your records and communications.
- You have the right to file a complaint if you believe your privacy rights have been violated. You may file this complaint with the Quality Enhancement department. We support your right to protect your PHI.
- You have the right to review a detailed copy of Target's Notice of Privacy Practices. The Notice of Privacy Practices is maintained on Target's website.

Training

You have the right to have your PHI treated confidentially by all of the employees and business associates of the agency. Therefore, all employees of Target will receive the agency's Notice of Privacy Practices and will be trained on HIPAA regulations and Target's privacy policies. Target employees will be required to sign a form stating that they received a copy of Target's Notice of Privacy Practices, received training on HIPAA and the agency's privacy policies, and understand that they are required to comply with these regulations and policies. Employee training will include confidentiality and disclosure requirements of the law, specific requirements regarding electronic transmission of PHI, and all other aspects of the new HIPAA regulations.

PRIVACY QUESTIONS AND COMPLAINTS

If you want more information about our privacy practices or have privacy questions or concerns, please feel free to contact us using the contact information listed below. Contact us if you are concerned that we may have violated your privacy rights or if you disagree with a decision that we made regarding access to your PHI. You may also contact us to make a request to amend or restrict the use or disclosure of your PHI or to follow-up on a request.

We support your right to the privacy of your PHI.

Contact Information

If you have any questions or complaints relating to privacy, please contact Target's Director of Quality Enhancement at the Carroll County Main Office, located at 111 Stoner Avenue, Westminster, MD 21157 or call 410-848-9090.