



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 describes how medical information about you may be used and disclosed and how you can get access to this information. Please review the document carefully. It is written as if addressed to our client who may be a student and a minor. The words “you” and “your” refer to both the client and guardian that has custodial rights such as the parent or caseworker.

Protecting Your Privacy

Utah Youth Village understands the importance and sensitivity of your health information. We protect the privacy of your health information because that is the right thing to do. We use your health information (and allow others to have it) only as permitted by this policy. Some of Utah Youth Village’s programs may be covered by Federal or State laws that govern confidentiality of certain medical information and certain rights regarding your health information.

Records that Utah Youth Village considers medical records will usually be limited to medical or therapy records and any billing documents that may relate to medical treatment or therapy by a licensed therapist. Medical records are not the same as academic records and the same rights and laws that apply to some medical records do not necessarily apply to academic records. Academic records belong to Utah Youth Village and a client may not necessarily have a right to demand certain educational information. For example, to receive a

certified transcript for purposes of proving that a client has completed certain academic credits may require the payer to be current on their financial obligations to Utah Youth Village.

Your Health Information Rights

You may:

- Inspect and get a copy of your medical or medical billing records (including an electronic copy if we maintain the records electronically), as allowed by law, usually within 30 days of your request.
- Request and be provided a paper copy of our current Notice of Privacy Practices.
- Require us to communicate with you using an alternate address or phone number.
- Require that we not send information about a healthcare service or related item to your health plan if you or someone else pays in full for that service or item and if you notify us in advance that you — and not your health plan — are going to pay for this service or item (so we don’t automatically bill your health plan in the unlikely event that a service we provide you will involve a health plan).
- Request in writing that restrictions be placed on how your health information is normally used or shared for treatment or other purposes.
- Request notice of when your identifiable health information is shared outside of Utah Youth Village for a purpose other than treatment or payment.
- Receive notice if we or our business associates have breached the confidentiality of your health information.
- Report a privacy concern and be assured that we will investigate your concern thoroughly, support you appropriately, and not retaliate against you in any way (You may report any privacy concerns to

the staff at one of our facilities or to our main office to Lisa Peterson at 5800 S. Highland Drive, SLC, Utah 84121; 801 272-9980 or lpeterson@youthvillage.org or to the Office for Civil Rights, U.S. Department of Health and Human Services, Denver Office.).

- Request in writing that your health information be amended if you think there is an error in the information.

How Your Health Information is Used

1. Common Uses of Health Information

When we care for you we will gather some of your health information. The law allows us to use or share this health information to:

- Understand your health condition and to treat you when you are sick or are to receive treatment. For example, we may look at your therapy notes or share therapy notes we take of you with your treating therapist or psychiatrist, who may not be an employee of Utah Youth Village
- Bill for your healthcare services and to receive payment for our services.
- Determine if you are eligible for Medicaid by submitting personally identifiable information to a state database.
- Improve our care. For example, we may contact you to understand what you thought of our care and to learn how to enhance our services to you.
- Improve our services to you by allowing companies with whom we contract, called "business associates," to perform certain specialized work for us. The law requires these business associates to protect your health information and obey the same privacy laws that we do.
- Perform limited health-data research, where the researcher keeps client-identifiable information confidential. Utah Youth Village reviews every

research request to make sure your privacy is appropriately protected before sharing health information.

- Law enforcement, but only as authorized by law, i.e., to investigate a crime against Utah Youth Village or any of its clients.

2. Required Uses of Personal Health Information

The law sometimes requires us to share information for specific purposes, with:

- The Department of Health to report communicable diseases, traumatic injuries.
- A medical examiner when appropriate to investigate a suspicious death.
- The appropriate governmental agency if an injury or unexpected death occurs at a Utah Youth Village facility.
- State authorities to report child abuse.
- Law enforcement for certain types of crime-related injuries, such as gunshot wounds.
- Governmental inspectors who, for example, make sure our facilities are safe.
- The Secret Service or NSA to protect the country or the President.
- A medical device's manufacturer, as required by the FDA.
- Court officers, as required by law, in response to a court order or a valid subpoena.
- Governmental authorities to prevent serious threats to the public's health or safety.
- Governmental agencies and other affected parties, to report a breach of health-information privacy.
- An employer, but only if the employer contracts with us to help the employer meet OSHA requirements about workplace and employee safety.

- A worker's compensation program if a person is injured at work and claims benefits under that program.

3. Uses According to Your Requests

Your preferences matter. If you let us know how you want us to disclose your information in the following situations.

We will follow your directions. You decide:

- If you want us to share any health or payment information related to your care with your family members or friends. Please let our Utah Youth Village employees know what you want us to share and with whom. If you can't tell us what health or payment information you want us to share, we may use our professional judgment to decide what to share with your family or friends in order for them to assist you in meeting your health/treatment needs.
- Who we should contact in an emergency. If you aren't able to tell us who to contact, we may ask the public authorities to help. For example, we may ask DCFS, DJJS or the police to help find your family, or in a disaster, we may help the Red Cross reconnect you with your family.

4. Uses of Health Information with Your Authorization

Any sharing of your health information, other than as explained above, requires your written authorization. For example, we will not use your health information unless you authorize us in writing to:

- Share any of your treatment or psychotherapy notes, if they exist, with a third party who is not part of your care.
- Sell your identifiable health information.

If you authorize us to share your health information but then change your mind, please notify the appropriate a Utah Youth Village staff person in writing that you revoke the authorization. We will honor your revocation, but, of

course, we will not be able to get back the health information that you authorized us to send before revoking the previous authorization.

5. Special Legal Protections for Certain Health Information

Utah Youth Village complies with federal and state laws that require extra protection of special records to the extent that those laws apply to a program of Utah Youth Village or to you. These records may include records of treatment in an addiction-treatment program, genetic information, or psychotherapy notes from a treating psychotherapist.

If You Still Have Questions

Our staff is trained to help you with any questions you may have about the privacy of your health information. They can also address any privacy concerns you may have about your health information and help you fill out any forms that are needed to exercise your privacy rights. If you are at one of our Utah Youth Village facilities, please ask one of our staff members to help you contact Lisa Peterson at our main office at 801 272-9980.

This privacy notice became effective on 03/15/2016. We may change this privacy notice at any time. You can see our current privacy notice on our website, at www.youthvillage.org, or posted in our office. You can also obtain a copy of this notice from any of our staff by asking for a copy, by visiting our website, or by calling our Lisa Peterson at (801) 272-9980.

This notice describes our privacy practices of Utah Youth Village employees and volunteers working in our programs. This notice also describes the privacy practices of associated healthcare providers — who are not Utah Youth Village employees — while providing our services to you, unless they provide you with a notice of their own privacy practices. (For more information about the specific

privacy practices of associated providers, please contact them directly.)

Contact Us

If you would like further information about your privacy rights regarding health care information, are concerned that these privacy rights have been violated, or disagree with a decision that we made about access to your health information, contact:

- The privacy coordinator at Utah Youth Village, Lisa Peterson, at the main office.

- **Utah Youth Village Privacy Officer**

5800 South Highland Drive

Salt Lake City, UT 84121

801 272-9980

- Email: lpeterson@youthvillage.org

We will investigate all complaints and will not penalize or treat you any differently for filing a complaint. You may also file a written complaint with the Office of Civil Rights of the U.S. Department of Health and Human Services.