



**HEGIRA HEALTH, INC.**  
*Wellness First*

## NOTICE OF PRIVACY PRACTICES

**THIS NOTICE DESCRIBES HOW MEDICAL, MENTAL HEALTH, AND DRUG AND ALCOHOL RELATED INFORMATION ABOUT YOU MAY BE USED AND SHARED AND HOW YOU CAN GET ACCESS TO THIS INFORMATION. PLEASE REVIEW IT CAREFULLY.**

Information about your health care, including payment for health care, is protected by several laws: the Confidentiality Law, 42 U.S.C. 290dd-2, 42 C.F.R. Part 2 and/or the Health Insurance Portability and Accountability Act of 1996 ("HIPAA"), 42 U.S.C. 1320d et seq., 45 C.F.R. Parts 160 & 164 and the Michigan Mental Health Code. If you are receiving substance use treatment, Hegira Health, Inc. (HHI) may not say to a person outside HHI that you attend the program, nor may HHI share any information that identifies you as a person with a substance use disorder, or share any other protected information except as allowed by federal law.

In accordance with applicable law allow, HHI can share your information without your written permission:

1. To comply with applicable law, responding to lawsuits or court orders/subpoenas
2. For HHI staff to service you through diagnosis, treatment, and referral
3. To run our organization, improve your care, and contact you as necessary within the law
4. To bill you or your insurance company/funding source for services we provide and get paid for them
5. Relating to agreements we have with other organizations that involves people we service
6. For research, audit, or evaluations
7. To report the threat of or an actual crime by you committed on HHI's premises or against HHI personnel
8. For medical personnel in a medical emergency and tissue/organ donation requests
9. To report suspected child and adult abuse or neglect
10. As allowed by a subpoena and/or a court/administrative order or per federal requirements
11. As allowed by federal, state, or local law, including but not limited to public health, national security, a threat of harm to you or another person, a medical examiner or funeral director
12. When it does not identify you as a person getting substance use or mental health treatment
13. To prevent or reduce serious threat to anyone's health or safety

Before HHI can use or share any information about your health in a way which is not listed above, we must first get your written permission allowing us to share the information. Your written permission may be cancelled at any time by you in writing.

### **Your Rights- You have the right to:**

- Ask for limits on ways your health information is used and shared. HHI is not required to agree to your request, and we may say "no" if it would affect your care. HHI will not share your health information with your health plan/funding source when you personally pay for your services in full, as allowed by the plan/funder.
- Receive HHI health related information by secure methods unless you ask us otherwise, via unsecure methods that may let others see your personal information.

- Not be contacted about HHI fundraising and marketing unless you give us permission. HHI will not sell your information to anyone.
- Be notified of a breach of your unsecured protected health information in accordance with applicable law if the breach compromises the privacy and security of your information.
- Ask that we communicate with you in a certain way or a certain place. HHI will honor such requests that are reasonable and safe and will not ask you for a reason.
- See and have a copy of your own health information kept by HHI, except when the information is for use in a civil, criminal, or administrative proceeding, or in other limited ways.
- Add health care information to your HHI record, with some exceptions.
- Request and receive a list of your health-related information shared with others by HHI beside those for treatment, payment, and operations, and those you've allowed for the 6 years prior to the date you ask. We will provide one accounting a year for free but will charge a reasonable, cost-based fee if you ask for another one within 12 months.
- Receive a paper copy of this notice.
- Have someone act for you/on your behalf concerning choices about you for your health information and your rights.
- To tell HHI and the U.S. Department of Health and Human Services if you think your privacy rights have been violated under HIPAA and/or the U.S. Attorney General in the district where the violation happened for substance use disorder Confidentiality Law violations. You may file a complaint with the HHI Privacy Officer. Your services will not be affected for filing a complaint.
- Ask us to correct your medical record regarding information you think is incorrect or incomplete. We may say "no" to your request, but we will tell you why in writing within 60 days.

### **HHI's Duties**

HHI is required by law to maintain the privacy of your health information and to give you this notice about how we handle your health information. HHI is required by law to abide by the terms of this notice. HHI has the right to change the terms of this notice and to revise this notice for all protected health information it keeps. A revised notice can be given to you by the clinic staff where you are being serviced and is posted to the HHI website.

Your health information may include information created and received by HHI and may be in the form of written or electronic records or spoken words and may include information about your health history, health status, symptoms, examinations, test results, diagnoses, treatment, procedures, prescriptions, related billing activity and similar types of health-related information.

### **Contact**

For further information, contact the HHI Privacy Officer at 734-458-4601.

### **Effective Date**

This revised notice is effective June 1, 2022.