

**MANIILAQ COUNSELING AND RECOVERY CENTER
BEHAVIORAL HEALTH SERVICES**

NOTICE OF PRIVACY PRACTICES

THIS NOTICE DESCRIBES HOW PROTECTED MEDICAL INFORMATION ABOUT YOU MAY BE USED AND DISCLOSED AND HOW YOU CAN GAIN ACCESS TO THIS INFORMATION. PLEASE REVIEW IT CAREFULLY.

1. *Maniilaq Counseling and Recovery Center* is permitted to make uses and disclosures of protected health information for treatment, payment and health care operations, as described in the following examples:
 - a. For *Treatment* - Physician-to-Physician communication of patient information for the purposes of continuity of care.
 - b. For payment - *Submission of claims and requested medical records information to Blue Cross (insurance)*.
 - c. For health care operations - *Conducting quality assessment and improvement activities*.
2. *Maniilaq Counseling and Recovery Center* is permitted or required, under specific circumstances, to use or disclose protected health information without the individual's written authorization.
3. Other uses and disclosures will be made only with the individual's written authorization, and the individual may revoke such authorization.
4. *Maniilaq Counseling and Recovery Center* may contact the individual by SMS text message via the Zoom platform for non-clinical communications.
 - a. With the individual's written consent, Maniilaq Counseling and Recovery Center may send text messages related to appointment reminders, rescheduling, and general wellness outreach. These messages will never include clinical content.
 - b. Message frequency varies. Message & data rates may apply. Text HELP for help. Reply STOP to opt out.
 - c. No mobile information will be shared with third parties/affiliates for marketing/promotional purposes. All other categories exclude text messaging originator opt-in data and consent; this information will not be shared with any third parties.
5. *Maniilaq Counseling and Recovery Center* intends to engage in (n)one or more of the following activities:
 - a. Maniilaq Counseling and Recovery Center may contact the individual to provide appointment reminders of information about treatment alternatives or other health-related benefits and services that may be of interest to the individual or patient.
 - b. Maniilaq Counseling and Recovery Center may contact the individual/Patient to raise funds for Maniilaq Counseling and Recovery Center; or
 - c. A group health plan, or a health insurance issuer or HMO with respect to a group health plan, may disclose protected health *information* to the sponsor of the plan.
6. The individual has the following rights regarding protected health information:
 - a. The right to request restrictions on certain uses and disclosures of protected health information. Maniilaq Counseling and Recovery Center is not required to agree to a requested restriction, however.
 - b. The right to receive confidential communications of protected health information, as applicable.
 - c. The right to inspect and copy protected health information, as provided in the Privacy Regulation.
 - d. The right to amend protected health information, as provided in the Privacy Regulation.
 - e. The right to receive an accounting of disclosures of protected health information.
 - f. The right to obtain a paper copy of the Notice from the covered entity upon request. This right extends to an individual who has agreed to receive the Notice electronically.

NOTICE OF PRIVACY PRACTICES (CONTINUED)

7. *Maniilaq Counseling and Recovery Center* is required by law to maintain the privacy of protected health information and to provide individuals with notice of its legal duties and privacy practices with respect to protected health information.
8. *Maniilaq Counseling and Recovery Center* is required to abide by the terms of the Notice currently in effect.
9. *Maniilaq Counseling and Recovery Center* reserves the right to change the terms of this Notice. The new Notice provisions will be effective for all protected health information that it maintains.
10. *Maniilaq Counseling and Recovery Center* will provide individuals or patients with a revised Notice by posting the revision on MCRC's corporate website and publishing the revision in MCRC's corporate bi-monthly newsletter. A copy of the revision will also be supplied at the next patient encounter after the revision becomes effective.
11. Individuals may bring concerns to *Maniilaq Counseling and Recovery Center* and to the Secretary of the Department of Health and Human Services, without fear of retaliation by the organization, if they believe their privacy rights have been violated.
12. *Maniilaq Counseling and Recovery Center's* contact person for matters relating to complaints is:

Chief Compliance Officer
P.O. Box 256, 733 2nd Avenue, Kotzebue, AK
99752 Phone: (907) 442-7608