



**Family Tree Therapies**  
2251 East Paris Ave SE  
Grand Rapids, MI 49546  
p. 616.447.7799  
www.familytreetherapies.com

Your information.  
Your rights.  
Our responsibilities.

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.*

## Your Rights

You have the right to:

- Get a copy of your paper or electronic medical record
- Correct your paper or electronic medical record
- Request confidential communication
- Ask us to limit the information we share
- Ask us for a list of those with whom we've shared your information
- Get a copy of this privacy notice
- Choose someone to act for you
- File a complaint if you believe your privacy rights have been violated

## Your Choices

You have some choices in the way that we use and share information as we:

- Tell family and friends about your condition
- Provide disaster relief
- Include you in a clinic directory
- Provide care
- Market our services
- Raise funds

## Our Uses and Disclosures

We may use and share your information as we:

- Treat you
- Run our organization
- Bill for your services
- Help with public health and safety issues
- Do research
- Comply with the law
- Work with a medical examiner or funeral director
- Address workers' compensation, law enforcement, & other government requests
- Respond to lawsuits and legal actions



**When it comes to your health information, you have certain rights.** This section explains your rights and some of our responsibilities to help you.

**Obtain an electronic or paper copy of your medical record**

- You may ask to see or get an electronic or paper copy of your medical record and other health information we have about you. Ask us how to obtain a copy.
- We will provide a copy or a summary of your health information, usually within 30 days of your request. We may charge a reasonable, cost-based fee.

**Ask us to correct your medical record**

- You may ask us to correct health information about you that you think is incorrect or incomplete. Ask us how to do this.
- We may say “no” to your request, but we’ll tell you why in writing within 60 days.

**Request confidential communications**

- You may ask us to contact you in a specific way (for example, home or office phone) or to send mail to a different address.
- We will say “yes” to all reasonable requests.

**Ask us to limit what we use or share**

- You may ask us not to use or share certain health information for treatment, payment, or our operations. We are not required to agree to your request, and we may say “no” if it would affect your care.
- If you pay for a service or health care item out-of-pocket in full, you may ask us not to share that information for the purpose of payment or our operations with your health insurer. We will say “yes” unless a law requires us to share that information.

**Obtain a list of those with whom we’ve shared information**

- You may ask for a list (accounting) of the times we’ve shared your health information for six years prior to the date you ask, including who we shared it with, and why.
- We will include all the disclosures except for those about treatment, payment, and health care operations, and certain other disclosures (such as any you asked us to make). We’ll provide one each year for free but will charge a reasonable, cost-based fee if you ask for another one within 12 months.

**Get a copy of this privacy notice**

You may ask for a paper copy of this notice at any time, even if you have agreed to receive the notice electronically. We will provide you with a paper copy.

**Choose someone to act for you**

- If you have given someone medical power of attorney or if someone is your legal guardian, that person can exercise your rights and make choices about your health information.
- We will make sure the person has your authorization and can act for you before we take any action.

**File a complaint if you feel your rights are violated**

- You may complain if you feel we have violated your rights by contacting us using the information on page 1.
- You may file a complaint with the U.S. Department of Health and Human Services Office for Civil Rights by sending a letter to 200 Independence Avenue, S.W., Washington, D.C. 20201, calling 1-877-696-6775, or visiting [www.hhs.gov/ocr/privacy/hipaa/complaints/](http://www.hhs.gov/ocr/privacy/hipaa/complaints/).
- We will not retaliate against you for filing a complaint.

# Your Choices

**For certain health information, you can tell us your choices about what we share.** If you have a clear preference on how we share your information in the situations described below, please let us know. Tell us what you want us to do, and we will do our best to follow your instructions.

**In these cases, you have both the right and choice to tell us to:**

- Share information with your family, close friends, or others involved in your care
- Share information in a disaster relief situation
- Include your information in a clinic directory

*If you are not able to tell us your preference, for example if you are unconscious, we may go ahead and share your information if we believe it is in your best interest. We may also share your information when needed to lessen a serious and imminent threat to health or safety.*

**In these cases we never share your information unless you give us written permission:**

- Marketing purposes
- Sell your information
- Most sharing of psychotherapy notes

**In the case of fundraising:** We may contact you for fundraising efforts, but you can tell us not to contact you again.

# Our Uses and Disclosures

## How do we typically use or share your health information?

We typically use or share your health information in the following ways.

**Treat you** We may use your health information and share it with other professionals who are treating you. *Example: A doctor treating you for an injury asks another doctor about your overall health condition.*

**Run our organization** We may use and share your health information to run our practice, improve your care, and contact you when necessary. *Example: We use health information about you to manage your treatment and services.*

**Bill for your services** We may use and share your health information to bill and get payment from health plans or other entities. *Example: We give information about you to your health insurance plan so it will pay for your services.*

*continues on the next page*

## How else can we use or share your health information?

We are allowed or required to share your information in other ways – usually in ways that contribute to the public good, such as public health and research. We have to meet many conditions in the law before we can share your information for these purposes. For more information see:

[www.hhs.gov/ocr/privacy/hipaa/understanding/consumers/index.html](http://www.hhs.gov/ocr/privacy/hipaa/understanding/consumers/index.html)

We may share health information about you for certain situations such as:

### **Help with public health and safety issues**

- Preventing disease
- Helping with product recalls
- Reporting adverse reactions to medications
- Reporting suspected abuse, neglect, or domestic violence
- Preventing or reducing a serious threat to anyone’s health or safety

### **Do research**

We may use or share your information for health research.

### **Comply with the law**

We will share information about you if state or federal laws require it, including with the Department of Health and Human Services if it wants to see that we’re complying with federal privacy law.

### **Work with a medical examiner or funeral director**

We may share health information with a coroner, medical examiner, or funeral director when an individual dies.

### **Address workers’ compensation, law enforcement, and other government requests**

We may use or share health information about you:

- For workers’ compensation claims
- For law enforcement purposes or with a law enforcement official
- With health oversight agencies for activities authorized by law
- For special government functions such as military, national security, and presidential protective services

### **Respond to lawsuits and legal actions**

We may share health information about you in response to a court or administrative order, or in response to a subpoena.

## Our Responsibilities

- We are required by law to maintain the privacy and security of your protected health information.
- We will let you know promptly if a breach occurs that may have compromised the privacy or security of your information.
- We must follow the duties and privacy practices described in this notice and provide you with available copies.
- Family Tree Therapies will never market or sell a client's personal information. We will not use or share your information other than agreed upon unless you tell us we may in writing. You may change your mind at any time.

For more information see:

[www.hhs.gov/ocr/privacy/hipaa/understanding/consumers/noticepp.html](http://www.hhs.gov/ocr/privacy/hipaa/understanding/consumers/noticepp.html).

## Michigan Law

- Michigan recognizes the common law tort for invasion of privacy, which provides that one who invades the right of privacy of another is subject to liability for the resulting harm to the interests of the other person.
- The right of privacy is invaded by:
  - Unreasonable intrusion upon the seclusion of others;
  - Appropriating another's name or likeness;
  - Giving unreasonable publicity to another's private life; *or*
  - Using publicity that unreasonably places another in a false light before the public.
- Michigan law prohibits the installation, placement, or use of any device for observing, recording, transmitting, photographing, or eavesdropping on the sounds or events in a private place without the consent of persons entitled to privacy there. It is also unlawful to distribute, disseminate, or transmit a recording, photograph, or visual image the person knows or has reason to know was obtained illegally.
- State law prohibits eavesdropping on a private conversation by any person who is present or not present during a private conversation, and who willfully uses a device to eavesdrop without the consent of all parties or knowingly aids, employs, or procures another person to do the same. It is a felony under Michigan law to use or divulge any information obtained by eavesdropping.  
*Exceptions* - The law does not prohibit:
  - State or federal peace officers, or their agents, from conducting legal eavesdropping or surveillance while in the performance of the officers' duties;
  - An employee of a communications common carrier from hearing a communication transmitted by common carrier.

## Changes to the Terms of this Notice

We may change the terms of this notice, and the changes will apply to all information we have about you. The new notice will be available upon request, in our office, and on our web site.

- These privacy practices are effective and last updated November 2015.
- If you have any questions or concerns, please contact Laura Blondin at 616.447.7799, or via email at [laura@familytreetherapies.com](mailto:laura@familytreetherapies.com).