



**Hiawatha Behavioral Health**  
**Notice of Privacy Practices**

**Effective date: April 1, 2003**

Protecting your health information is important. Protected Health Information (PHI) is any health information about you by which you could be personally identified. The federal and state government have issued regulations including the Privacy Rule to guide Hiawatha Behavioral Health (HBH) in protecting your private information.

**Protected Health Information may not be used or disclosed for reasons other than your treatment, payment for services, or health care operations.**

The Privacy regulations establish clear guidelines as to the uses and disclosure of your PHI. The regulations also describe how you may obtain / change / or limit the disclosure of your health care information. The complete Privacy Notice is available upon your request. Hiawatha Behavioral Health will keep your mental health treatment private. HBH will not release private information about you or your treatment without your written permission as required or allowed by law.

You should also read the complete Privacy Notice and HBH encourages you to file the Privacy Notice with your important documents for future reference. You also have the choice of having the notice read to you. You may contact HBH at our toll free number 1-800-839-9443 and HBH staff will be glad to help with any questions that you have about the Privacy Notice.

HBH receives and creates protected health information (PHI) about you. HBH will submit PHI for treatment, payment, and healthcare operations purposes. Disclosure of PHI within HBH is on a need-to-know basis and we will request the minimum information necessary for the specific function being done by our employees. Examples of these functions are:

- Authorization of services and payment of claims
- Improving health care services at HBH (Quality Improvement projects)
- Utilization management to assure appropriate use of funds for medically necessary services.
- Investigating complaints or grievances
- Complying with government requirements
- Research
- Education

All HBH employees, volunteers and contract providers will follow these privacy practices. If you have a **complaint** you may contact:

HBH's Privacy Officer -Lisa Hinkson- call 1-800-839-9443

HBH's Recipient Rights Officers; Ruth Musser (Chippewa and Mackinac Counties)

Or Pam Edwards (Schoolcraft County)- call 1-800-839-9443

AND/OR U.S. Department of Health and Human Services  
Office of Civil Rights Division  
233 N. Michigan Ave Suite 24  
Chicago, IL 60601 Toll free **1-800-368-1019**

**Note:** This is a summary of Hiawatha Behavioral Health's Notice of Privacy Practices; further information is available upon request.