



**META HOUSE, INC.
NOTICE OF PRIVACY PRACTICES**

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

General Information

Information regarding your health care, including payment for health care, is protected by two federal laws: 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 Confidentiality Law, 42 U.S.C. § 290dd-2, 42 C.F.R. Part 2, as well as several Wisconsin state laws. Under these laws, Meta House staff may not say to a person outside Meta House that you attend the program, nor may Meta House disclose any information identifying you as someone who abuses alcohol or drugs, or disclose any other protected information except as permitted by federal and state law.

Meta House must obtain your written consent before it can disclose information about you for payment purposes. For example, Meta House must obtain your written consent before it can disclose information to your health insurer in order to be paid for services. Generally, you must also sign a written consent before Meta House can share information for treatment purposes or for health care operations. However, federal law permits Meta House to disclose information *without* your written permission:

1. Pursuant to an agreement with a business associate;
2. For research, audit or evaluations;
3. To report a crime committed on Meta House's premises or against Meta House personnel;
4. To medical personnel in a medical emergency;
5. To appropriate authorities to report suspected child abuse or neglect
6. As allowed by a court order

For example, Meta House can disclose information without your consent to obtain legal or financial services, as long as there is an agreement in place within which the business associate agrees to protect the privacy of your information.

Before Meta House can use or disclose any information about your health in a manner which is not described above, it must first obtain your specific written consent allowing it to make the disclosure. Any such written consent may be revoked by you in writing.

Your Rights

You have the right to request restrictions on certain uses and disclosures of your health information. Meta House is not required to agree to any restrictions you request, but if it does agree then it is bound by that agreement and may not use or disclose any information which you have restricted except as necessary in a medical emergency.

We may contact you to remind you about an appointment. Unless you tell us otherwise in writing, we may contact you by either telephone or by mail at either your home or your workplace. At either location, we may leave messages for you on the answering machine or

voice mail. If you want to request that we communicate to you in a certain way or at a certain location, you have the right to request that we communicate with you by alternative means or at an alternative location. Meta House will accommodate such requests that are reasonable and will not request an explanation from you.

You also have the right to inspect and copy your own health information maintained by Meta House, except to the extent that the information contains information compiled for use in a civil, criminal or administrative proceeding or in other limited circumstances.

You have the right, with some exceptions, to amend health care information maintained in Meta House's records. To do so, you must state in a written request a reason to support the requested amendment. You also have the right to request and receive an accounting of all disclosures of your health related information made by Meta House during the six years prior to your request with some exceptions, which include:

- 1) disclosures which you have previously authorized, and
- 2) disclosures for treatment, payment or health care operations.

You also have the right to receive a paper copy of this notice.

Meta House's Duties

Meta House is required by law to maintain the privacy of your health information and to provide you with notice of its legal duties and privacy practices with respect to your health information. Meta House is required by law to abide by the terms of this notice. Meta House reserves the right to change the terms of this notice and to make new notice provisions effective for all protected health information it maintains. You may obtain a copy of the current version of the notice of Meta House's privacy practice at any time by requesting one from your case manager or from the Meta House Privacy Officer. The Privacy Officer can be contacted by telephone at 414-962-1200 or in writing at P.O. Box 11564, Milwaukee, 53211.

Complaints and Reporting Violations

You may complain to Meta House and the Secretary of the United States Department of Health and Human Services if you believe that your privacy rights have been violated under HIPAA. To file a complaint with us, contact the Meta House Privacy Officer at 2266 N. Prospect, 4th Floor Milwaukee WI 53217 or at 414-962-1200. All complaints should be submitted in writing. You will not be retaliated against for filing such a complaint.

Violation of the Confidentiality Law by a program is a crime. Suspected violations of the Confidentiality Law may be reported to the United States Attorney in the district where the violation occurs.

Contact

For further information, contact the Meta House Privacy Officer at 414-962-1200.

Effective Date

April 14, 2003.