

SEQUOIA

MENTAL HEALTH SERVICES, INC.

Notice of Privacy Practices

Sequoia Mental Health Services, Inc. is a health care provider. By Federal law, we have to keep your protected health information private. This notice tells you how we keep your information private, and how we may use your protected health information, or can share it with others. This notice also tells you about your rights. If we change the way we handle your protected health information, we will give you a new notice so that you know what the changes are.

How We Use or Share Information

- **For Treatment** – We may use or share your information with providers involved in your treatment. For example, we might talk to your other providers about types of treatment that may help you. Most of the time, Oregon law requires us to get your authorization to share protected health information. We will explain this to you. We will ask for your authorization when we have to. You have the right to refuse.
- **For Billing, Payment, Utilization Management, and Care Coordination** – This information may be released to the following entities:
 - **Washington County Behavioral Health**
 - **Multnomah County Behavioral Health**
 - **Clackamas County Behavioral Health**
 - **HealthShare of Oregon**
 - **Performance Health Technology (PhTech)**
 - **State of Oregon**
 - **Care Oregon**
 - **Tuality Healthcare**
 - **Medicare**
 - **Providence**

*****This information may include Substance Use Disorder Diagnosis, Treatment, and Referral Information.*****

- **For Health Care Operations** - We may use or share your information with people who help us do business. We make sure they agree to keep your information private and protected.

There are some times when laws make us share your health information. These times do not happen very often. Here are some examples:

- **Law** – We might have to share your information with a court or with the police.
- **Abuse Reports and Investigations** – We must report when we think there has been abuse.
- **Public Health** – We may report health information to public health agencies if we think there is a health safety threat.
- **Food and Drug Administration** – We may report information to the Food and Drug Administration. They are responsible for taking care of prescription drug and medical equipment problems.
- **Government Programs** – We may have to report information to State and Federal agencies. For example, the State of Oregon Department of Health and Human Services.

If we use or share your protected health information for any other reason, we will get your permission in writing. You can refuse your permission at any time. We cannot take back any disclosures already made with your permission.

What Your Rights Are

- **You have the right to ask us to limit** how we use or share your protected health information for treatment, payment or health care operations. You also have the right to ask us to limit information we give to people involved in your care. While we may honor your request for limits, we are only required to agree when it is the law.
- **You have the right to tell us how to give you information.** You can ask us to give you information in a different way or a different place. We ask that you request this in writing.
- **You have the right to see and get a copy** of your protected health information that we keep in your record. You may get this request form from any staff at Sequoia. There may be times when we do not let you see or give you a copy of your protected health information. For example, if it might be harmful to you or someone else. If we deny your request to see or get a copy of your records, we will tell you why.
- **You have the right to ask us to correct your information.** You will need to tell us in writing. You must give us a reason for your request. We will reply to your request no later than 60 days after we get it. If we make the correction, we will tell you. If we do not make the correction, we will tell you why not.
- **You have the right to a list of disclosures.** You can ask for a list of the information we have shared. This list will not include the times that information was shared with your authorization. It will not include times that your information was given to you.
- **You have a right to get a paper copy of this notice.**

How to File a Complaint or Report a Problem

If you feel that your information has not been protected, you may contact the Privacy Office:

Sequoia Mental Health Services, Inc.
Privacy Officer
4585 SW 185th Ave
Aloha, OR 97078
Phone: (503) 591-9280 Fax: (503) 848-2072

You may also contact the Office of Civil Rights, U.S. Department of Health and Human Services:

Office of Civil Rights
U.S. Department of Health and Human Services
200 Independence Ave., S.W.
Room 509F, HHH Building
Washington, D.C. 20201
Phone: 1-800-368-1019 TTY: 1-886-788-4989

- **We will not take any action against you for filing a complaint.**