



# A Village for One

Uniting our community to uplift, support, heal, and build a home  
for youth impacted by commercial sexual exploitation and trafficking.

[www.avillageforone.org](http://www.avillageforone.org)

## Notice of Privacy Practices

### Who We Are

This notice describes how protected health information (PHI) about you (or your child) may be used and disclosed at A Village for One. This includes all our staff and contractors. This notice describes how you can access your information and your other privacy rights.

We are required by law to (1) make sure your medical information is kept private, (2) give you notice about our legal duties and privacy practices about your health information, and (3) do what we say in the notice. If you have any questions or concerns about privacy of information, please ask your clinician.

### Use & Disclosure of Protected Health Information (PHI)

We may use or disclose information about your treatment for the following reasons:

**Written Authorization.** We have a form you can complete that allows us to share PHI with someone or an organization.

**Treatment.** We use and disclose your PHI to you in order to provide treatment and other services. We may contact you to provide appointment reminders. We may talk to you about alternatives or other benefits and services that may be of interest to you. We may share information between A Village for One health providers in order to coordinate care. We may disclose information within A Village for One for supervision or case consultation.

**Payment.** We may use and disclose your PHI to obtain payment for services that we provide to you from your insurance plan or payer.

**Health Care Operations.** We may use and disclose your PHI for our health care operations. This includes our internal administration and planning. This also includes various activities that improve the quality and cost effectiveness of the care that we deliver to you. For example, we may use PHI to evaluate the quality and competence of our therapists. We may also disclose information within A Village for One to resolve complaints.

**Disclosure to Relatives, Close Friends, and Caregivers.** We will use or disclose PHI to a relative, friend, or caregiver only if you are present and we can reasonably infer you do not object to the disclosure.

**Public Health Activities.** We may disclose your PHI for the following public health activities: (1) to report health information to public health authorities for the purpose of preventing or controlling disease, injury or disability; (2) to report information about products and services under the jurisdiction under the Food and Drug Administration; (3) to alert a person who may have been exposed to a communicable disease or may otherwise be at risk of contracting or spreading a disease or condition; and (4) to report information to your employer as required under laws addressing work-related illnesses and injuries or workplace medical surveillance.



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**Abuse or Neglect.** If we reasonably believe you are a victim of abuse, neglect or domestic violence, we may disclose your PHI to the appropriate government authority. This includes children, persons who have mental health diagnosis, and the elderly. We may also disclose PHI if we come in contact with someone who has abused or neglected someone as defined by state laws.

**Health Oversight Activities.** There are organizations who are responsible for overseeing compliance with government rules for delivering healthcare. We may disclose your PHI to such organization to ensure compliance.

**Judicial and Administrative Proceedings.** We may disclose your PHI in response to a court or administrative order.

**Law Enforcement Officials.** We may disclose your PHI to the police or other law enforcement officials as required or permitted by law or in compliance with a court order or a grand jury or administrative subpoena. This includes, but is not limited to, identifying or locating missing persons, fugitives, or suspects, or reporting crimes committed on our property.

**Decedents.** We may disclose your PHI to a coroner or medical examiner as authorized by law. We may also disclose PHI as required for any investigation related to a death as allowed by law.

**Health or Safety.** We may use or disclose your PHI to prevent a serious imminent threat to someone's health or safety.

**Special Government Functions.** We may use and disclose your PHI to units of the government with special functions, such as the U.S. military or the U.S. Department of State when the law requires it.

**Workers Compensation.** We may disclose your PHI as authorized by and to the extent necessary to comply with state law relating to worker's compensation or other similar programs.

**As required by law.** We may use and disclose your PHI when required to do so by any other law not listed above.

**Uses and Disclosure of Your Highly Confidential Information.** In addition, the federal and Oregon law imposes special privacy protections for "Highly Confidential Information". This includes alcohol and drug abuse treatment program services, HIV/AIDS testing, and genetic testing. To disclose this information (unless allowed or required by law), we will obtain your authorization.

**Coordination with Primary Care.** We believe in "holistic" care: the mind and body relate to one another. As a result it is important for us to coordinate care with your primary care provider (PCP). Both federal and state privacy laws encourage this coordination between health care providers. We only share basic information such as diagnostic information, plans for care, and medications (if they are prescribed). If we need to share other information, it will be only the minimum necessary to coordinate care. You may "restrict" this disclosure if you do not want us to share information with your PCP.



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## **Your Rights Regarding Your Protected Health Information**

**Complaints.** If you want more information about privacy or you have a concern about your privacy at A Village for One, please ask for therapist.

**Right to Request Additional Restrictions.** You may request restrictions on our use and disclosure of PHI. This is for treatment, payment, and health care operations. We are not required to agree to the request. To request a restriction, please ask your therapist.

**Right to Request Confidential Communication.** You may request, and we will accommodate, any reasonable request for you to receive your PHI by alternative means of communication or at alternative locations.

**Right to Revoke Your Authorization.** You may request to revoke an Authorization by contacting your therapist. If we have already used or disclosed information, we cannot take the information back.

**Right to Inspect and Copy Your Health Information.** You may request access to your health information with A Village for One. Please ask your therapist. There are limited circumstance where we may deny you access to portions of your record.

**Right to Amend Your Records.** You may request that we amend PHI at A Village for One. To amend your records, obtain and complete an Amendment Request Form which can be obtained from your therapist. We will comply unless we believe the information that would be amended is accurate and complete or other special circumstance apply.

**Right to Receive a Paper Copy of this Notice.** This is a paper copy of our Notice. You may receive additional copies by asking your therapist.

**Right to Be Notified of a Breach.** We will let you know promptly if a breach occurs that may have compromised the privacy and security of your information.

**Effective Date.** The Notice was first effective October 1, 2015, and has not been amended to date.

**Changes to this Notice.** We may change terms of this Notice anytime. If we change this Notice, we may make the new notice terms effective for all PHI that we maintain, including information created or received prior to issuing the new notice. If we change this Notice, we will post the new notice at A Village for One. You may also obtain any new notice by contacting your therapist.