

 **MIDWEST ADP**  
NOTICE OF PRIVACY PRACTICES

THIS NOTE 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 records are protected by 42 CFR Part 2 (a federal law protecting the confidentiality of drug and alcohol abuse treatment records). **WITHOUT YOUR WRITTEN CONSENT, NO INFORMATION WILL BE RELEASED TO ANY ENTITY OR PERSON UNLESS REQUESTED BY COURT ORDER.**

YOU'RE RIGHTS REGARDING MEDICAL/HEALTH INFORMATION ABOUT YOU.

You have the following right regarding medical information we maintain about you:

**Right to Inspect and Copy:** You have the right to inspect and copy your medical/health information *with the exception of psychotherapy notes and information compiled in anticipation of litigation.* To inspect and copy your medical/health information, you must submit your request in writing to this facility's Privacy Officer or designee

**Right to Request an Amendment:** If you feel that medical/health information we have about you is incorrect or incomplete, you may ask us to amend the information. You have the right to request an amendment for as long as the information is kept by or for the facility. Requests for an amendment must be made in writing and submitted to the Privacy Officer or designee

**If you wish to exercise any of these rights, please contact:**

Kim Saunders  
Clinical Director  
3923 South Lynn Court  
Independence, MO 64055  
(816) 836-2220

COMPLAINTS

If you believe your privacy rights have been violated,

- You may file a complaint with the facility or with the Secretary of the Department of Health and Human Services. You may call them at 877.696.6775 or write to them at 200 Independence Ave. S.W., Washington, DC, 20201.
- You may file a grievance with the Office of Civil Rights by calling 866-OCR-PRIV (866.627.7748), or 886.788.4989 TTY.

To file a complaint with the facility, contact Privacy Officer of Designee, at the following address and telephone number.

Brad Rentfrow  
3923 South Lynn Court  
Independence, MO 64055  
(816) 836-2220

All complaints must be submitted in writing. **You will not be penalized for filing a complaint.**

OTHER USES OR DISCLOSURES OF MEDICAL/HEALTH INFORMATION

Uses or disclosures not covered in this Notice of Privacy Practices will not be made without your written authorization. If you provide us written authorization to use or disclose information, you can change your mind any revoke your authorization at any time, as long as it is in writing, we will no longer use or disclose the information. However, we will not be able to take back any disclosures that we have made pursuant to your previous authorization.

CHANGES TO THIS NOTICE

We reserve the right to change this notice. We may make the revised notice effective for medical/health information we already have about you as well as any information we receive in the future. We will post a copy of the current notice in the facility. In addition, each time you register at or are admitted or apply for services to the facility for treatment or services, we will offer you a copy of the current notice in effect.