



660 Morthland Drive, Suite  
A  
Valparaiso, IN. 46385

Acknowledgement of Receipt of Family Focus, Inc. Notice of  
Privacy Practices

By my signature below, I acknowledge the following: (check which applies)

- I have received the Family Focus, Inc.'s Notice of Privacy Practices.
- I have been offered and refuse to receive the Family Focus, Inc.'s Notice of Privacy Practices. I understand that I may request a copy of the Notice at any time and that Family Focus, Inc. and its medical staff will use and disclose my information as outlined in the Notice of Privacy Practices without my signed acknowledgement of receipt of this Notice.
- Client refuses to sign – staff initials below.

Printed Client Name or Label \_\_\_\_\_

Signed \_\_\_\_\_ Date \_\_\_\_\_

Relationship to client if not signed by client \_\_\_\_\_

Staff initials: \_\_\_\_\_

**Client Name:** \_\_\_\_\_

**County:** \_\_\_\_\_

**Account #:** \_\_\_\_\_

# FAMILY FOCUS INC. NOTICE OF PRIVACY PRACTICES

**THIS ONE-PAGE SUMMARY BRIEFLY DESCRIBES THE INFORMATION CONTAINED IN THE ATTACHED NOTICE OF PRIVACY PRACTICES. FOR FURTHER DETAILS, PLEASE REVIEW THE ATTACHED NOTICE CAREFULLY AND COMPLETELY.**

Family Focus, Inc. is committed to providing all of our clients quality services. Part of providing quality services involves gathering, using, and sharing information about individual clients in order to:

- ❖ Provide treatment to individual clients
- ❖ Obtain payment for services provided
- ❖ Perform necessary business functions such as quality enhancement.

Family Focus, Inc. may also use and disclose your information to provide you with appointment reminders or to notify you that you need to schedule an appointment.

For certain uses and disclosures of your information that Family Focus, Inc. makes, you have the right to agree or object to the use or disclosure. Please let Family Focus, Inc. know if you would prefer we not use or disclose your information for the following purposes:

- ❖ To your family members and others who are involved in your care or payment for your care.

Family Focus, Inc. is permitted, and at times required by law, to disclose information about you to public health reporting agencies, to government agencies authorized to collect reports of suspected abuse, to avert a serious threat to health or safety, to health oversight agencies, and others. Certain uses and disclosures of your information require your written permission.

You have certain rights regarding the information we maintain about you. These rights include:

- ❖ The right to access, inspect, and request a copy of your information.
- ❖ The right to request an amendment or change to your information.
- ❖ The right to receive an accounting of certain disclosures.
- ❖ The right to request a privacy restriction.
- ❖ The right to request confidential or alternate communications.
- ❖ The right to receive a paper copy of this Notice.
- ❖ The right to file a complaint without retaliation.

If you have any questions about the information contained in this Notice, please contact the Family Focus, Inc. Privacy Official at 219-462-9200.

**THIS NOTICE DESCRIBES HOW CHART INFORMATION ABOUT YOU MAY BE USED AND DISCLOSED AND HOW YOU CAN GET ACCESS TO THIS INFORMATION. PLEASE REVIEW IT CAREFULLY.**

**About this Notice of Privacy Practices**

Family Focus, Inc. understands that information about you and your client chart is personal. Protecting your information is important to us. Family Focus, Inc. creates a record of the care and services you receive. Family Focus, Inc. needs this record to provide you with quality care, to communicate with others involved in your care, and to comply with certain legal requirements. This notice applies to all of the records of your services generated by Family Focus, Inc. This notice will tell you about the ways in which Family Focus, Inc. may use and disclose your information. Family Focus, Inc. uses your information within our organization and discloses your information outside of the organization. This notice also describes certain rights that you have and certain obligations Family Focus, Inc. has regarding the use and disclosure of your information.

**Who will follow this notice**

This Notice describes Family Focus, Inc.'s practices regarding the use and disclosure of your information and that of our employees, officers, volunteers, and health care students associated with Family Focus, Inc.. This Notice applies to your information used and disclosed at Family Focus, Inc. locations.

**How Family Focus, Inc. may use and disclose information about you for treatment, payment, and health care operations**

The following categories describe different ways that Family Focus, Inc. may use and disclose information about you. For each category, at least one example will be provided. Not every use and disclosure will be listed in each category.

**For Treatment:** Family Focus, Inc. will use information about you to provide you with services. For example, different departments may share information about you in order to provide you the treatment and services you need. Family Focus, Inc. may also disclose information about you to people outside of Family Focus, Inc. who may be involved in providing services that are part of your care. For example, Family Focus, Inc. may provide information about you to community service agencies.

**For Payment:** Family Focus, Inc. may use and disclose information about you so that the treatment and services you receive may be billed to and payment may be collected from you, an insurance company, or a third party. For example, Family Focus, Inc. may use your information to verify your health insurance benefits and to pre-certify your services and Family Focus, Inc. may disclose your information to your insurance company so that they will pay Family Focus, Inc. for the services you received.

**For Client Care Operations:** Family Focus, Inc. may use and disclose information about you to support our business activities. These activities are necessary to run our organization and to provide our clients with the highest quality service. These activities include, but are not limited to, quality review, conducting training programs, accreditation, and conducting or arranging for other business activities. For example, we may use your information to call you from a waiting

area or to resolve any internal concerns. Family Focus, Inc. may use and disclose your information to conduct client satisfactions surveys also.

Family Focus, Inc. will share your information with third parties known as “business associates” that perform various activities for us. For example, Family Focus, Inc. uses business associates to perform certain activities for us including some transcription, trash disposal, and accreditation as well as other services. Whenever an arrangement between our organization and a business associate involves the use or disclosure of your information, Family Focus, Inc. will have a written contract that contains terms that require the business associate to safeguard the privacy of your information.

**Appointment reminders:** Family Focus, Inc. may use and disclose information about you to contact you as a reminder that you have an appointment for services or that you may need to schedule an appointment. Family Focus, Inc. may leave a message for you with another person who answers your phone or a message may be left on your answering machine.

### **Uses and Disclosures Requiring Your Agreement or Opportunity for you to Object**

In the following instances you will be given the opportunity to agree or object to the use or disclosure of all or part of the information about you. If you are not present or able to agree or object to the use or disclosure of information, then a licensed health care professional, using professional judgment, may determine whether the use or disclosure is in your best interest. In this case, only information about you that is related to your health care will be disclosed.

### **Individuals Involved in Your Care or Payment for Your Care or Whom You**

**Designate:** Whenever possible, Family Focus, Inc. will ask your permission to use and disclose information about you to a family member, friend, or anyone you designate as involved in your services care or who helps pay for your care.

**Emergencies:** Family Focus, Inc. may use or disclose information about you in an emergency treatment situation and to contact members of your family and/or significant other. As soon as it is reasonable after the emergency situation, we will make a good faith effort to obtain a written acknowledgement of your receipt of this Notice. If Family Focus, Inc. is required by law to treat you and an attempt to obtain your written acknowledgement was made but Family Focus, Inc. was unable to obtain your written acknowledgement, Family Focus, Inc. will still use and disclose your information to treat you and possibly to contact members of your family and/or significant other.

**Communication Barriers:** Family Focus, Inc. may use and disclose information about you if Family Focus, Inc. has made an attempt to obtain your written acknowledgement of this Notice but are unable due to substantial communication barriers.

### **Other Permitted and Required Uses and Disclosures That May Be Made Without Your Authorization or Opportunity to Object**

Family Focus, Inc. is permitted to make certain disclosures about you without your authorization and without you having an opportunity to agree or object.

**Public health and client safety:** Family Focus, Inc. may disclose information about you for public health activities or to ensure your safety. For example, Family Focus, Inc. reports certain communicable diseases to the Indiana State Board of Health as required by law. Other activities generally include disclosures of client information:

- ❖ To prevent or control disease, injury, or disability
- ❖ To report births and deaths
- ❖ To report actual or suspected child or adult abuse, neglect, or domestic violence

**We will disclose information about you when required to do so by federal, state, or local law.**

**Health oversight activities:** Family Focus, Inc. may disclose medical information to a health oversight agency for activities authorized by law. These oversight activities include, for example, audits, investigations, inspections, and licensure. These activities are necessary for the government to monitor the health care system, government programs, and compliance with civil rights laws.

**To avert a serious threat to health or safety:** Family Focus, Inc. may use and disclose information about you when necessary to prevent a serious threat to your health and safety or the health and safety of the public or another person. Any disclosure, however, would only be to someone able to help prevent the threat.

**Lawsuits and Disputes:** Family Focus, Inc. may disclose information about you in response to a subpoena, discovery request, or court or administrative order.

**Law Enforcement:** Family Focus, Inc. may disclose information about you if asked to do so by a law enforcement official as part of law enforcement activities, to help identify or locate a suspect, fugitive, material witness, victim of a crime, or missing person. Family Focus, Inc. may disclose information about a death if Family Focus, Inc. believes the death may be the result of criminal conduct. Family Focus, Inc. may also disclose information regarding criminal conduct at Family Focus, Inc. and in emergency circumstances to report a crime.

### **Protective Services for the President, National Security and Intelligence**

**Activities:** Family Focus, Inc. may disclose information about you to authorized federal officials so they may provide protection to the President and others related to national security activities.

**Military and Veterans:** If you are a member of the armed forces, Family Focus, Inc. may disclose information about you as required by military command authorities. Family Focus, Inc. may also disclose information about foreign military personnel to the appropriate foreign military authority.

**Inmates:** The rights listed in this Notice will not apply to inmates of a correctional institution or to persons under the custody of a law enforcement official.

### **Other uses of client information**

Other uses and disclosures of client information not covered by this Notice or required by law will be made only with your written permission. If you provide Family Focus, Inc. permission to use or disclose your information, you may revoke that permission, in writing, at any time. If you revoke your permission, Family Focus, Inc. will no longer use or disclose information about you for the reasons covered by your written permission. Family Focus, Inc. is not able to take back any disclosures made prior to you revoking your permission and Family Focus, Inc. is required to retain our records of the care that we provided to you.

### **Your Rights Regarding Your Information**

**You have the following rights regarding the information Family Focus, Inc. maintains about you.**

**Right to access, inspect, and request copy of your information:** You have the right to access, inspect, and request a copy of information that Family Focus, Inc. may have used to make decisions about you. Contact the Privacy Official at 219-462-9200 for further information

**Right to amend information about you:** If you believe the information Family Focus, Inc. has about you is incorrect or incomplete, you have the right to request a change or amendment to your information. You have the right to request an amendment for as long as we keep the information about you. Contact the Privacy Official at 219-462-9200 for further information.

**Right to accounting of disclosures:** You have the right to request an “accounting of disclosures”. This is a list of certain disclosures of your information that Family Focus, Inc. made. Please contact the Privacy Official at 219-462-9200 for further information.

**Right to request privacy restriction for your information:** You have the right to request a restriction or limitation on the ways Family Focus, Inc. uses or discloses your information for treatment, payment, or health care operations. You also have the right to request a limit on the information Family Focus discloses about you to your family, significant others, or others involved in your care or the payment of your care. **Family Focus, Inc. is not required to agree to your request.** Please contact the Privacy Official at 219-462-9200 for further information.

**Right to request alternate or confidential communications:** You have the right to request that Family Focus, Inc. communicate with you about your care or the payment of your care in a certain way or at a certain location. Family Focus, Inc. will not ask you the reason for your request. Your request must specify how or where you wish to be contacted. Please contact the Privacy Official at 219-462-9200 for further information.

**Right to a paper copy of this notice:** You have the right to a paper copy of this Notice at any time. Even if you have agreed to receive this Notice electronically, you are still entitled to a paper copy of this Notice.

**Right to file a complaint:** If you believe your privacy rights have been violated, you may file a complaint with Family Focus, Inc. or with the Secretary of the Department of Health and Human Services. You may file a complaint with Family Focus, Inc. by calling 219-462-9200. **You will not be penalized for filing a complaint.**

**Further Information About this Notice:**

Family Focus, Inc. is required by law to maintain the privacy of your information and to provide individuals with notice of our legal duties and privacy practices with respect to their information. Family Focus, Inc. is required to abide by the terms of the Notice currently in effect.

Family Focus, Inc. reserves the right to change the terms of this Notice. Family Focus, Inc. reserves the right to make the revised or changed Notice effective for information about you that we already have as well as any information we receive in the future. Family Focus, Inc. will post a copy of the current Notice at points of registration within Family Focus, Inc.. The effective date of The Notice will be in the top right-hand corner of every page.

If you have any questions about the information contained in this Notice, please contact the Family Focus, Inc. Privacy Official at 219-462-9200.

