

NOTICE OF PRIVACY PRACTICES

This notice describes how medical information about you may be used and disclosed and how you can get access to this information. Please review it carefully. If you have any questions, please contact the Alabama Baptist Children's Homes & Family Ministries at 2681 Rocky Ridge Lane, Birmingham, AL 35216— *phone*: 205-945-0037.

Effective Date: April 13, 2003

This Notice of Privacy Practices describes how the Alabama Baptist Children's Homes & Family Ministries uses and discloses your protected health information to carry out treatment, payment, or health care operations and for other purposes that are permitted or required by law. It also describes your rights to access and control your protected health information. *Protected health information* is general and specific information about you that may identify you and that relates to your past, present or future physical or mental health or condition and related health care services.

Changes to this Notice:

Alabama Baptist Children's Homes & Family Ministries may change its policies at any time. Changes will apply to medical information held by the agency as well as new information after the change occurs. Before Alabama Baptist Children's Homes & Family Ministries makes a significant change in its policies, it will change the notice and post the new notice in the public waiting area in Alabama Baptist Children's Homes & Family Ministries offices. You can receive a copy of the current notice at any time.

How Alabama Baptist Children's Homes & Family Ministries may use and disclose medical information about you:

Alabama Baptist Children's Homes & Family Ministries may use and disclose medical information about you for treatment (such as sending medical information about you to home health agencies, physicians, or other specialists as part of a referral); to obtain payment for treatment (such as sending billing information to Medicaid, Medicare, or an insurance company); and to support health care operations (such as comparing patient data to improve treatment methods).

Alabama Baptist Children's Homes & Family Ministries may also use or disclose, as needed, your protected health information in order to support the business activities of Alabama Baptist Children's Homes & Family Ministries. These activities include, but are not limited to, quality assessment activities, employee performance review activities, training of agency staff, licensing, and conducting or arranging for other business activities. For example, the agency may use a sign-in sheet at the registration desk where you will be asked to sign your name and indicate your worker. Alabama Baptist Children's Homes & Family Ministries may also call you by name in the waiting room when your worker is ready to see you.

Alabama Baptist Children's Homes & Family Ministries may use or disclose information about you without your prior authorization for several other reasons. Subject to certain requirements, Alabama Baptist Children's Homes & Family Ministries may give out medical information about you without prior authorization for public health purposes, law enforcement, legal proceedings, abuse or neglect, reporting health oversight audits or inspections, research studies, coroner or medical examiner, funeral arrangements and organ donation, criminal emergencies, and where necessary to prevent or lessen criminal activity which poses a risk or imminent threat to the health or safety of a person or the public.

Alabama Baptist Children's Homes & Family Ministries also discloses medical information when required by law, such as in response to a request from law enforcement in specific circumstances or in response to valid judicial or administrative subpoena.