

NOTICE OF HEALTH INFORMATION 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.

Understanding Your Health Record/Information

When you visit Greater Portland Health, a record of the visit is documented. This record may contain your symptoms, examination and test results, diagnosis, treatment, and a plan for your future care/services. This information called your health/medical record is an essential part of the health care/services we provide to you. It serves as a:

- Basis for planning your care and treatment.
- Means of communication with health professionals who contribute to your care.
- Legal document describing the care/services you receive.
- Verification to third-party payers (insurance company) that services were provided.

Your Rights Regarding Your Health Information

Although your health record is the physical property of Greater Portland Health, the information belongs to you. Under Federal Privacy Rules, you have the right to:

- Receive notice of the use and disclosure of your health/medical record, including a paper copy of the notice if requested.
- Request restrictions on use and disclosure of your health information, or request we send your confidential communications by alternative means.
- Inspect and obtain a copy of your record.
- Request your health record be amended.

Our Responsibilities

Greater Portland Health is required to:

- Maintain the privacy of your health information.
- Provide you with notice as to Greater Portland Health's legal duties and privacy practices with respect to health information we collect and maintain about you.
- Abide by the terms of this notice
- Obtain your consent before disclosing your health/medical information.

Greater Portland Health reserves the right to change and revise its privacy practices to remain in compliance with Federal and State Laws. Should this be required than patients/clients will receive a new **Notice of Health Information Practices** at the next visit.

Disclosures Permitted Without Consent for National Priority Purposes

Greater Portland Health is permitted to use and disclose your health information without your consent when:

- Required by state or federal law.
- To authorities, including state medical officers, the Food and Drug Administration, law enforcement, organ procurement organizations, medical examiners, in connection with workers compensation, when requested for certain specialized government functions, including military and similar situations and other agencies charged with preventing or controlling disease.

Organized Health Care Arrangement

Greater Portland Health is a member of Community Care Partnership of Maine ("CCPM"), an "Organized Health Care Arrangement" focused on improving the health of the communities it serves. The members of CCPM, in collaboration with insurance companies, use population health analytics, utilization review, quality assessment and improvement activities, and other evidence-based strategies to improve your healthcare. Members are mutually accountable for the health of all patients served by CCPM. The entities that that make up this Organized Health Care Arrangement include the following community health centers and hospitals: Cary Medical Center, DFD Russell Medical Center, Fish River Rural Health, Katahdin Valley Health Center, Mayo Regional Hospital, Millinocket Regional Hospital, Nason Health Care, Pines Health Services, Penobscot Community Health Center, Greater Portland Health, Sebasticook Family Doctors, and St. Joseph Healthcare. CCPM's Organized Health Care Arrangement permits these separate covered entities, including Greater Portland Health, to share PHI with each other as necessary to carry out permissible treatment, payment or health care operations relating to the work of the Organized Health Care Arrangement, unless otherwise limited by law, rule or regulation. The list of entities may be updated to apply to new entities in the future. You can access the most current list at www.ccpmmaine.org/members or call 207-992-9200.

For More Information, to Request Information or to Report a Problem

If you have questions you may contact Greater Portland Health, 180 Park Ave, Portland, ME 04102. (207) 874-2141. www.greaterportlandhealth.org. If you believe your privacy rights have been violated, you can file a complaint with the Privacy and Safety Officer at the above address, or with the Secretary of Health and Human Services, Washington, D.C. There will be no retaliation for filing a complaint.