

**Research:** Under certain circumstances, we may use and disclose information about you for research purposes. In some cases, we will only disclose information about you for research purposes with your authorization. In other cases, where there is only a minimal risk to your privacy (for example, a research project comparing the average length of time clients receive service in one program compared to another) we may disclose information about you without your written authorization. Research projects are subject to an approval process that evaluates the proposed project and its use of medical information. We will only disclose information about you for research without your authorization when the approval process determines that there is only a minimal risk to your privacy, and we have initiated steps to protect your privacy to the greatest extent possible.

**Legal proceedings:** We may disclose information about you to report suspected abuse, neglect, or domestic violence; or for a judicial or administrative proceeding in response to a court order, written notice, or protective order. Wilder will not release information about you pursuant to a subpoena.

**Special situations:** These situations include when required by law; for public health activities for health oversight activities; for law enforcement purposes, as permitted or required by law; to coroners and medical examiners, as permitted by law; to avert a serious threat to health or safety; for certain specialized government functions, such as military discharge and national security and intelligence; for workers' compensation purposes; or to government agencies or private disaster relief or disaster assistance organizations engaged in disaster relief activities.

**Other uses and disclosures:** Disclosures of health information not covered by this Notice or the laws that apply to Wilder will be made only with your written permission.

## For More Information

If you want more information about your privacy rights, are concerned that Wilder has violated your privacy rights, or you disagree with a decision that we made about access to or disclosure of your medical information, you may contact Wilder:

Director of Compliance/Privacy Officer  
Amherst H. Wilder Foundation  
451 Lexington Parkway North  
Saint Paul, Minnesota 55104  
Phone: (651) 280-2477  
Email: kristine.preston@wilder.org

Filing a complaint will not affect the quality of the services you receive from Wilder and you will not be retaliated against for filing a complaint. You may also file a complaint with the:

Office for Civil Rights  
U.S. Department of Health and Human Services  
233 North Michigan Avenue, Suite 240  
Chicago, IL 60601  
(312) 886-2359 or 1-800-368-1019  
Email: OCRComplaint@hhs.gov

Wilder reserves the right to make changes to this Notice. The changes will apply to information we already have about you and information we receive about you in the future. We will provide an updated Notice to you when you request one. We will also post the most current Notice in public areas and on Wilder's Web site at [www.wilder.org](http://www.wilder.org).

**The effective date of this Notice is  
January 1, 2011.**



AMHERST H.  
WILDER  
FOUNDATION

Here for good.

## Notice of Privacy Practices

THIS NOTICE OF PRIVACY PRACTICES DESCRIBES HOW MEDICAL INFORMATION ABOUT YOU MAY BE USED AND DISCLOSED AND HOW YOU CAN GET ACCESS TO THIS INFORMATION.  
PLEASE REVIEW IT CAREFULLY.

During the time you receive services at the Amherst H. Wilder Foundation, medical staff, social workers, counselors, and others may collect and create information about your medical history and health. This information is called Protected Health Information or PHI. Wilder is required by law to:

- maintain the privacy of your protected information.
- provide you with a copy of this Notice of Privacy Practices.
- abide by the terms of our current Notice.

This Notice describes Wilder's legal duties and privacy practices as well as your rights related to your protected health information. Many of the clients at Wilder are children. When we refer to "you" or "your" in this Notice, we refer to the client. When we refer to types of disclosures of information to "you," we mean disclosures to the client, the client's guardian, or the person legally authorized to receive information about the client.

## Your Privacy Rights

**Inspect and copy:** You may ask to review or receive a copy of your medical records, unless the law otherwise protects the information you are requesting. This request should be made in writing using a form that Wilder will provide. We will act upon your request within 30 days. If your request to review or receive a copy of your medical record is denied, you have the right to have the denial reviewed by a health care professional. Wilder reserves the right to charge you for copying, consistent with limits established by state and federal law.

**Update or amend medical records:** If you feel that the health information Wilder has about you is incorrect or incomplete, you may ask us to update or amend it. If your request is denied, you can write a statement of disagreement with the denial that we will include with your medical information.

**Confidential communication:** You may request that Wilder provide you with your medical information in a confidential manner. For example, you can request that we not leave a message on an answering machine or that we send appointment reminders, bills, and other mailings to a special address. This request should be made in writing, using a form that Wilder will provide, that specifies a means of communication. Wilder must agree to any reasonable request that you make. However, it is important that we have some way to communicate with you - whether it is by phone or mail.

**Restrict use and disclosure:** You may request that Wilder not use medical information in certain ways or for certain purposes. You may also request that Wilder not provide your medical information to certain people. However, Wilder has the right to refuse your request. Wilder may also use or disclose your medical information in situations requiring emergency treatment, in which case we will ask the person(s) who receives the information not to further use or disclose the information.

**Accounting of disclosures:** Sometimes Wilder must share your medical information with others, usually because we are required by law to do so. To find out with whom, if anyone, we have shared your information, submit a request in writing, and indicate what period of time you want to know about. This period of time may not be longer than six years and may not include any time before April 14, 2003. The list will not include disclosures that we are not required to track, such as disclosures for the purposes of treatment, payment, or health care operations; disclosures that you have authorized us to make; or disclosures made directly to you.

**Revoke your written permission (authorization):** If you have given authorization for use or sharing of your health information, you may take back that authorization, in writing, at any time. If you take back your authorization, Wilder will no longer use or share your health information for the reasons listed on your written authorization. Of course, we cannot take back any information we have already shared with your permission.

## Use and Disclosure of Your Information

Wilder primarily uses your medical information for treatment, payment, and health care operations. Examples of these uses and disclosures include:

**Treatment:** To provide, coordinate, and manage

care and treatment. For example, a Wilder health care professional may share medical information with another health care professional for consultation or a referral.

**Payment:** To bill for and receive payment for the services we provide and to other health care providers for their payment activities. For example, we will disclose information in order to verify insurance and submit bills or claims to insurance companies, Medicare or Medical Assistance.

**Health care operations:** To help run our facilities and make sure that you are getting quality care. For example, we may use health information to review our services and the staff caring for you.

## Other Uses & Disclosures

**Appointment reminders & other information:** Wilder may contact you, including leaving messages on a home answering machine or voice mail, regarding the date, time, location, and nature of an appointment. If you object to this, please let us know so we can accommodate your request.

**Family members or other responsible people:** Wilder may give information to a family member or friend involved in your health care while you are a client at Wilder. If you are not able to give your permission, we will decide what, if any, information to share. We may also share information with a person or persons helping to pay for your care.

In each of these cases, you may limit what health information we share. For example, we may provide limited medical information to allow another family member to pick up a prescription for you.

**Fundraising:** Wilder may use information to notify you about fundraising opportunities or other events to raise money for Wilder. If you are contacted for fundraising purposes, you may request not to be contacted again.