

Marc Center of Mesa, Inc of Mesa, Inc.
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.

This Notice is effective as of **April 14, 2003**.

Marc Center of Mesa, Inc. is required by law to maintain the privacy of protected health information, and must inform you of our privacy practices and legal duties. You have the right to obtain a paper copy of this Notice upon request.

Marc Center of Mesa, Inc. is required to abide by the terms of the Notice of Privacy Practices that is most current. Marc Center of Mesa, Inc. reserves the right to change the terms of the Notice at any time. Any changes will be effective for all protected health information that we maintain. The revised Notice will be posted at Marc Center of Mesa, Inc. sites and on our web site (www.marccenter.com). You may request a copy of the revised Notice at any time.

Marc Center of Mesa, Inc. has designated a Privacy Officer to answer your questions about our privacy practices and to ensure that we comply with applicable laws and regulations. The Privacy Officer also will take your complaints and can give you information about how to file a complaint.

Our Privacy Officer is Pat Gilbert, Chief Administrative Officer/General Counsel. You can contact the Privacy Officer at (480)222-3254 or Pat.Gilbert@marccenter.com.

Use and disclosure of your protected health information that we may make to carry out treatment, payment, and health care operations

Marc Center of Mesa, Inc. may use information in your record to provide treatment to you. We may disclose information in your record to help you get health care services from another provider, a hospital, etc. For example, if we want an opinion about your condition from a specialist, we may disclose information to the specialist to obtain that consultation.

Marc Center of Mesa, Inc. may use or disclose information from your record to obtain payment for the services you receive. For example, we may submit information to the funding source with regard to your condition in order to demonstrate that the service should be covered.

Marc Center of Mesa, Inc. may use or disclose information from your record to allow "health care operations." These operations include activities like reviewing records to see how care can be improved, contacting you with information about treatment alternatives, and coordinating care with other providers. For example, we may use information in your record to train our staff about your condition and treatment.

Your rights

- ◆ You may ask Marc Center of Mesa, Inc. to restrict the use and disclosure of certain information in your record that otherwise would be allowed for treatment, payment, or health care operations. However, Marc Center of Mesa, Inc. does not have to agree to these restrictions.
- ◆ You have a right to receive confidential communications from us. For example, if you want to receive bills and other information at an alternative address, please notify us.
- ◆ You have a right to inspect the information in your record and may obtain a copy of it. This may be subject to certain limitations and fees. Your request must be in writing.
- ◆ If you believe information created by Marc Center of Mesa, Inc. that is contained in your record is inaccurate or incomplete, you may request amendment of the information. You must submit sufficient information to support your request for amendment. Your request must be in writing. If Marc Center of Mesa, Inc. denies your request for amendment, you have the right to file a statement of disagreement with Marc Center of Mesa, Inc.'s Privacy Officer.
- ◆ You have the right to request an accounting of certain disclosures made by us. This right applies to disclosures for purposes other than treatment, payment or health care operations as described in this Notice of Privacy Practices. It excludes disclosures authorized by you or which Marc Center of Mesa, Inc. may have made to you, to family members, relatives or friends involved in your care, as well as any releases authorized by federal law or required by law.
- ◆ You have the right to complain to us about our privacy practices (including the actions of our staff with respect to the privacy of your health information). You have the right to complain to the Secretary of the Department of Health and Human Services about our privacy practices or to contact Marc Center of Mesa, Inc.'s Privacy Officer. You will not face retaliation from us for making complaints.

Except as described in this Notice, Marc Center of Mesa, Inc. may not make any use or disclosure of information from your record unless you give your written authorization. You may revoke an authorization in writing at any time, but this will not affect any use or disclosure made by us before the revocation. In addition, if the authorization was obtained as a condition of obtaining authorization for service, Marc Center of Mesa, Inc. may have the right to contest even if you revoke the authorization.

Use or disclosure of your protected health information that we are required to make and/or allowed to make without your permission

In certain circumstances, Marc Center of Mesa, Inc. is required by law to make a disclosure of your health information. For example, Marc Center of Mesa, Inc. may disclose your protected health information to a public health authority that is authorized by law to receive reports of abuse or neglect. If Marc Center of Mesa, Inc. reasonably believes that you have been a victim of abuse, neglect or domestic violence, we may disclose your protected health information to a government authority authorized to receive reports of abuse, neglect or domestic violence. The information will be disclosed when

you agree to the release of the information or the disclosure will be made consistent with the requirements of applicable federal and state laws including protections afforded you to prevent serious harm.

Marc Center of Mesa, Inc. is required to disclose information to funding sources as requested and required by contract or agreement.

We may use or disclose information from your record if we believe it is necessary to prevent or lessen a serious and imminent threat to the safety of a person or the public. We may report suspected cases of abuse, neglect, or domestic violence involving adults or persons with disabilities.

There are certain situations where Marc Center of Mesa, Inc. is allowed to disclose information from your record without your permission. In these situations, we must use our professional judgment before disclosing information about you. Usually, we must determine that the disclosure is in your best interest, and may have to meet certain guidelines and limitations.

If you receive mental health care, including treatment for substance abuse, information related to that care may be more protected than other forms of health information. Communications between a psychotherapist and patient in treatment are privileged and may not be disclosed without your permission, except as required by law. For example, psychotherapists still must report suspected abuse, and may have to breach confidentiality if you appear to pose an imminent danger to yourself or others, in order to reduce the likelihood of harm to you or others.

Marc Center of Mesa, Inc. may report births and deaths to public health authorities, as well as certain types of diseases, injuries, adverse drug reactions, and product defects. We may disclose information from your record to a medical examiner or coroner. We may disclose information to funeral directors to allow them to carry out their duties upon your death. We may disclose information from your record to facilitate organ, eye, or tissue donation and transplantation.

Marc Center of Mesa, Inc. may assist in health oversight activities, such as investigations of possible health care fraud.

Marc Center of Mesa, Inc. may disclose information from your record as authorized by workers' compensation laws.

Marc Center of Mesa, Inc. may disclose information from your record if ordered to do so by a court, grand jury, or administrative tribunal. Under certain conditions, we may disclose information in response to a subpoena or other legal process, even if this is not ordered by a court.

Marc Center of Mesa, Inc. may disclose information from your record to a law enforcement official if certain criteria are met. For example, if such information would help locate or identify a missing person, we are allowed to disclose it.

If you tell us that you have committed a violent crime that caused serious physical harm to the victim, Marc Center of Mesa, Inc. may disclose that information to law enforcement officials. However, if you reveal that information in a counseling or psychotherapy session, or in the course of treatment for this sort of behavior, we may not disclose the information to law enforcement officials.

Marc Center of Mesa, Inc. may use or disclose information from your record for research under certain conditions.

Under certain conditions, Marc Center of Mesa, Inc. may disclose information for specialized government purposes, such as the military, national security and intelligence, or protection of the President.

Marc Center of Mesa, Inc. may contact you with information about treatment alternatives or other health-related benefits or services that may be of interest to you.

Marc Center of Mesa, Inc. may contact you for fundraising efforts.

Individual/Parent/Guardian Signature

Date

Staff Signature/Title

Date

Under the Americans with Disabilities Act (ADA), Marc Center of Mesa, Inc must make a reasonable accommodation to allow a person with a disability to take part in a program, service, or activity. For example, this means that if necessary, Marc Center of Mesa, Inc must provide sign language interpreters for people who are deaf, a wheelchair accessible location, or enlarged print materials. It also means that Marc Center of Mesa, Inc will take any other reasonable action that allows you to take part in and understand a program or activity, including making reasonable changes to an activity. If you believe that you will not be able to understand or take part in a program or activity because of your disability, please let us know of your disability needs in advance if at all possible. Please contact Pat Gilbert, Chief Administrative Officer/ General Counsel at (480) 222-3254 or at pat.gilbert@marccenter.com.