

ADAMH – the Alcohol, Drug and Mental Health Board of Franklin County – is the publicly-funded mental health and substance abuse system of care for Franklin County residents. The board plans, funds, and evaluates mental health, alcohol, and drug abuse prevention and treatment services, which include case management; community outreach, education, training; consumer information and referrals; crisis care; housing; outpatient and residential treatment; prevention; and vocational and employment services. To do this, ADAMH partners or partnered with these community organizations:

- Africentric Personal Development Shop
- Alvis/Amethyst
- Buckeye Ranch
- CHOICES
- Columbus Area Integrated Health
- Columbus Public Health
- Columbus Urban League
- Community for New Direction
- Community Housing Network
- Community Support Network (Twin Valley Behavioral Healthcare)
- CompDrug
- Concord Counseling Services
- Directions for Youth and Families
- Friendship Circle (Schottenstein Chabad House)
- Eastway
- House of Hope for Alcoholics
- Huckleberry House
- Maryhaven
- Mental Health America Ohio
- NAMI Franklin County
- Neighborhood House
- National Church Residences
- Nationwide Children's Hospital Behavioral Health Services
- Netcare Corporation
- North Central Mental Health Services
- North Community Counseling Centers
- OhioGuidestone
- PEER Center
- PrimaryOne Health
- Southeast Healthcare
- St. Vincent Family Center
- Syntero
- TBI Network at Ohio State University
- Urban Minority Alcoholism and Drug Outreach Program of Franklin County
- Village Network

COLUMBUS AREA INTEGRATED HEALTH RECORDS

In May 2019, client records previously maintained by Columbus Area Integrated Health were transferred to the ADAMH Board of Franklin County. These records will be stored by ADAMH and are available to former Columbus area clients until 2026, at which time the records will be destroyed, per ADAMH's record retention schedule.

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.

As a health plan, ADAMH is required by law to maintain the privacy and security of your protected health information. ADAMH staff is committed to protecting the confidential nature of information about your past, present, or future health condition, treatment, or payment.

This notice describes the ways ADAMH staff may use and share information about your health to carry out treatment, payment, and health care operations and for other purposes as permitted or required by law. It also describes your rights and ADAMH's responsibilities.

OUR USES AND DISCLOSURES

Not every use or disclosure in a category is listed; however, all of the ways ADAMH staff is permitted to use or share information fall within one of them.

We typically use or share your information in the following ways:

USES OR DISCLOSURES FOR TREATMENT, PAYMENT AND HEALTH CARE OPERATIONS: We have a limited right to use or share information about your health for treatment, payment, and health care operations.

Treatment: ADAMH staff does not provide treatment.

Payment: Your information is used by ADAMH staff to determine your eligibility for publicly funded services and to manage eligibility, enrollment, billing, and payment for your health care services.

Prior to staff use of your alcohol or other drug information for payment purposes, your service provider was required to obtain your written consent to share your information with ADAMH.

Prior to staff use of your mental health information, your service provider attempted to obtain your consent to share information with ADAMH in order to obtain payment for goods and services.

Health Care Operations: Your information is used or shared for ADAMH business operations. For example:

- Your information is used by ADAMH staff or disclosed to service providers, with whom ADAMH has a current agreement for patient services, to coordinate your health care;
- Your information is shared with your service provider to resolve your complaints, grievances, or customer service issues.
- Your information is used to evaluate the quality of services provided to you by your service provider;
- Your information is shared with ADAMH's accountant or attorney for audit purposes.

In evaluation or audit reports, we do not include or retain the names of consumers or disclose their identities in any way.

Prior to staff use of your alcohol or other drug information for health care operations, your service provider was required to obtain your written consent to share your information with ADAMH.

If mental health information is disclosed, it contains no more than your medication and physical health status and history; summaries of your course of treatment and treatment needs; discharge summary; or financial status. Except for specified reasons, we must use or disclose only the minimum necessary health information to accomplish the intended purpose.

USES OR DISCLOSURES WITHOUT YOUR WRITTEN AUTHORIZATION: We are allowed or required to share your information in other ways – usually in ways that contribute to the public good, such as public health and research. We have to meet many conditions in the law before we can share your information for these purposes.

Help with public health and safety issues: We can share information about you for certain situations such as reporting suspected abuse, neglect, or domestic violence or preventing or reducing a serious threat to anyone's health or safety. Alcohol or other drug information will only be disclosed to medical personnel in the case of an actual medical emergency.

Comply with the law: We will share information about you if state or federal laws require it, including with the U.S. Department of Health and Human Services if it wants to see that we're complying with federal privacy law.

This includes audits, inspections, advocacy, or other monitoring activities related to ADAMH's legal responsibility toward its service providers. Information about mental health care may also be used or disclosed for investigating and reporting unusual incidents.

Work with a coroner, medical examiner, or funeral director: Information can be shared with a coroner, medical examiner, or funeral director when an individual dies.

Address workers' compensation, law enforcement, and other government requests: We can use or share health information about you:

- For workers' compensation claims;
- For law enforcement purposes or with a law enforcement official;

- With health oversight agencies for activities authorized by law;
- For special government functions such as military, national security, and presidential protective services.

Respond to lawsuits and legal actions: We can share health information about you in response to a court or administrative order, or in response to a subpoena.

USES OR DISCLOSURES THAT REQUIRE YOUR WRITTEN AUTHORIZATION: Absent a statutory exception, we must have your written authorization unless the law allows or requires us to use or share protected health information without authorization. Except for specified reasons, we must use or share only the minimum necessary protected health information to accomplish the intended purpose.

ADAMH staff can use or share your information only if you give an authorization for marketing; sales of protected health information; or other uses or disclosures not described in this notice. We are prohibited from using or disclosing genetic information for underwriting purposes.

You can revoke your authorization by giving us a written notice.

USES OR DISCLOSURES TO WHICH YOU MAY OBJECT: We may share a limited amount of your health information directly related to your care, if we inform you in advance and you do not object:

- To family, friends, or those involved with your care, about their direct involvement in your care or payment for your care;
- Following previously expressed wishes, or if it is an emergency and you cannot be given a chance to object to disclosure of information before treatment is given;
- To family, friends, or those involved with your care about your location, general condition, or death.

YOUR RIGHTS

When it comes to your health information, you have certain rights. This section explains your rights and some of our responsibilities to help you.

Right to Request Restrictions on Certain Uses/Disclosures of Protected Health Information: You have the right to ask that we limit how we use or share your protected health information. We are not required to agree to your request for restriction or limits. To the extent that we do agree, we will put it in writing and abide by it, except in emergencies. We cannot agree to limit uses or disclosures that are required by law.

Right to Receive Confidential Communications of Protected Health Information: You have the right to ask that we send you information at an alternate address, or by an alternate means. We must agree to your request, as long as it is reasonably easy for us to do so or if you demonstrate that the alternate address is needed for your safety.

Right to Inspect and Copy Protected Health Information: You have the right to inspect your protected health information in your designated record set, which contains your enrollment and claims records, care management records, as well as records about your complaints and grievances.

You must make your request in writing, and we will respond within 30 days. If we deny your access, we will give you the reasons in writing. You may ask that the denial be reviewed.

If you want copies of your health information, you have a right to choose what parts of your information you want copied and to have advance notice on the cost of copying.

Right to Amend Protected Health Information: If you believe that there is a mistake or missing information in our records, you may request, in writing, that we correct or add to the record. We will respond within 60 days of receiving your request.

We may deny the request if we find that the information is correct and complete; was not created by us; is not part of the information about your health that we keep; or is not part of your health information that you would be allowed to inspect and copy.

If we deny your request to amend your protected health information, we will tell you in writing what the reasons are. You have the right for your request, our denial, and any statement in response that you provide to be added to your records.

If we approve the request, we will change the information and inform you of the change. We will also tell others who need to know about the change in your information.

Right to Receive an Accounting of Disclosures of Protected Health Information: You have the right to get a list of when, to whom, for what reason, and the content of protected health information that has been released to others. Exceptions include the information that is normally used for treatment, payment, and health care operations; information released to you or those involved in your care; any information released according to your written authorization; or releases made for national security purposes or to law enforcement or corrections officials.

We will respond to your written request within 60 days. Your request can relate to disclosures going as far back as six years. There is no charge for the first list each year, but there may be a charge for more frequent requests.

Right to Obtain a Paper Copy of the Notice upon Request: You have a right to get a copy of this notice at any time. This notice is also available on our website: <https://adamhfranklin.org/who-we-serve/hipaa/>.

Right to a Notification of a Breach: Following the discovery of a breach of unsecured protected health information, ADAMH will notify each individual whose unsecured protected health information has been, or is reasonably believed by ADAMH to have been, accessed, acquired, used, or disclosed as a result of such breach.

OUR DUTIES

ADAMH is required by law to maintain the privacy of protected health information and to provide individuals with notice of its legal duties and privacy policies.

ADAMH is required to abide by the terms of the currently effective notice.

ADAMH reserves the right to change its privacy practices described in this notice and to make the changes apply to all protected health information maintained by ADAMH. ADAMH will mail a copy of the new notice to all current clients and to the providers within ADAMH's system of care and post the new notice on its website. You may request a copy of the new notice from ADAMH's privacy officer.

COMPLAINTS

ADAMH will take no retaliation against you if you make a complaint. If you believe your privacy rights have been violated by ADAMH, you may file a written complaint:

- With ADAMH: Privacy Officer, ADAMH Board of Franklin County, 447 East Broad Street, Columbus, Ohio 43215 or (614)-224-1075
- With the Office for Civil Rights: Region V Office for Civil Rights, U.S. Department of Health and Human Services, 223 North Michigan Avenue, Suite 240, Chicago, Illinois 60601 or (800) 368-1019; TDD: (800) 537-7697; Email: ocrmail@hhs.gov

CONTACT

Submit your request about your protected health information to: Privacy Officer, ADAMH Board of Franklin County, 447 East Broad Street, Columbus, Ohio 43215, 614-224-1075, or records@adamhfranklin.org

EFFECTIVE DATE

This notice is effective as of January 1, 2021.

ATTENTION: Language assistance services, free of charge, are available to you. Call 1-614-224-1057.