



Sapphire Resource Connection
P.O. Box 7487
Kalispell, MT 59904
406-523-7707/866-767-9511

Notice of Privacy Practices

To our clients. This notice describes how health information about you, as a client of this business, may be used and disclosed, and how you can get access to your health information. This is required by the Privacy Regulations created as a result of the Health Insurance Portability and Accountability Act of 1996 (HIPAA).

- **Our commitment to your privacy**

Our business is dedicated to maintaining the privacy of your health information. We are required by law to maintain the confidentiality of your health information.

We realize that these laws are complicated, but we must provide you with the following important information:

- **Use and disclosure of your health information in certain special circumstances**

The following circumstances may require us to use or disclose your health information:

- To public health authorities and health oversight agencies that are authorized by law to collect information.
- Lawsuits and similar proceedings in response to a court or administrative order.
- If required to do so by a law enforcement official
- When necessary to reduce or prevent a serious threat to your health and safety or the health and safety of another individual or the public. We will only make disclosures to a person or organization able to help prevent the threat.
- If you are a member of U.S. or foreign military forces (including veterans) and if required by the appropriate authorities.
- To federal officials for intelligence and national security activities authorized by law.
- To correctional institutions or law enforcement officials if you are an inmate or under the custody of a law enforcement official.
- For Workers' Compensation and similar programs
- For the purpose of billing and collection for charges incurred during the course of health-related treatment or services.

▪ **Your rights regarding your health information**

Communications. You can request that our business communicate with you about your health and related issues in a particular manner or at a certain location. For instance, you may ask that we contact you at home, rather than work. We will accommodate reasonable requests.

You can request a restriction in our use or disclosure of your health information for treatment, payment, or health care operations. Additionally, you have the right to request that we restrict our disclosure of your health information to only certain individuals involved in your care or the payment of your care, such as family member and friends. We are not required to agree to your request; however, if we do agree, we are bound by our agreement except when otherwise required by law, in emergencies, or when the information is necessary to deal with your situation.

You have the right to inspect and obtain a copy of the personal information generated by Sapphire Resource Connection that may be used to make decisions about you. You must submit your request in writing to John Parsons, Sapphire Resource Connection, P.O. Box 7487, Kalispell, MT 59904.

Right to a copy of this notice. You are entitled to receive a copy of this Notice of Privacy Practices. You may ask us to give you a copy of Notice at any time. To obtain a copy of this notice, contact John Parsons at (406) 523-7707.

Right to file a complaint. If you believe your privacy rights have been violated, you may file a complaint with our business or with the Secretary of the Department of Health and Human Services. To file a complaint with our business, contact John Parsons, Sapphire Resource Connection, P.O. Box 7487, Kalispell, MT 59904. All complaints must be submitted in writing. You will not be penalized for filing a complaint.

Right to provide an authorization for other uses and disclosures. Our business will obtain your written authorization for uses and disclosures that are not identified by this notice or permitted by applicable law.

If you have any questions regarding this notice or our health information privacy policies, please contact John Parsons, Sapphire Resource Connection, P.O. Box 7487, Kalispell, MT 59904 or call (406) 523-7707.

I hereby acknowledge that I have been presented with a copy of Sapphire Resource Connection Notice of Privacy Practices.

Client Signature

Printed Name

Date