



Notice of Privacy Practices (NPP)

This notice describes how medical information about you may be used and disclosed with your consent and how you can get access to this information. Please review it carefully.

BHC of Wausau, LLC's commitment to your privacy

BHC of Wausau, LLC is dedicated to maintaining the privacy of your personal health information. We are also required by law to do this. These laws are complicated, but we must provide you with important information. This form is a shorter version of the full, legally required NPP, which you can request a copy of for your reference. However, we can't cover all possible situations so please talk to the Privacy Officer (see the end of this form) about any questions or problems.

BHC of Wausau, LLC uses the information about your health, which we get from you or from others mainly to provide you with treatment, to arrange payment for our services or for some other business activities that are called, in the law, health care operations. After you have read this NPP, we will ask you to sign a **Consent To Use and Disclose Your Personal Health Information form** to let BHC of Wausau, LLC use and share your information with your consent in accordance with the federal privacy laws. Federal law requires your agreement/consent in order for us to provide services to you.

If you or BHC of Wausau, LLC want to use or disclose (send, share, release) your information, BHC of Wausau, LLC will discuss this with you and ask you to sign a **Consent For Release of Confidential Information form** to allow this.

Of course, BHC of Wausau, LLC will keep your health information private, but there are some times when the laws require us to use or share it, such as:

1. When there is a serious threat to your health and safety or the health and safety of another individual or the public. BHC of Wausau, LLC will only share information with a person or organization that is able to help prevent or reduce the threat.
2. Some lawsuits and legal or court proceedings.
3. A law enforcement official requiring BHC of Wausau, LLC to do so.
4. For Workers Compensation and similar benefit programs.

There are some other situations like these, which don't happen very often. They are described in the longer version of the NPP.

Your rights regarding your health information

1. You can ask BHC of Wausau, LLC to communicate with you about your health and related issues in a particular way or at a certain place. For example, you can ask BHC of Wausau, LLC to call you at home, and not at work, to schedule or cancel an appointment. BHC of Wausau, LLC will try our best to do as you ask.
2. You have the right to ask BHC of Wausau, LLC to limit what we tell certain individuals involved in your care or the payment for your care, such as family members and friends. While BHC of Wausau, LLC doesn't have to agree to your request, if we do agree, we will keep our agreement except if it is against the law, or in an emergency, or when the information is necessary to treat you.
3. You have the right to look at the health information BHC of Wausau, LLC has about you, such as your medical billing records and psychotherapy notes. You can even get a copy of these records, but BHC of Wausau, LLC may charge you. Contact the Privacy Officer to arrange how to see the records. See below.
4. If you believe the information in the records is incorrect or incomplete, you can ask BHC of Wausau, LLC to make some kind of changes (called amending) to your health information. You have to make this request in writing and send it to the Privacy Officer. You must tell BHC of Wausau, LLC the reasons you want to make the changes.
5. You have the right to a copy of this notice. If BHC of Wausau, LLC changes this NPP, we will post it in the waiting room and you can always get a copy of the NPP from the Privacy Officer.
6. You have the right to file a complaint if you believe your privacy rights have been violated. You can file a complaint with the Privacy Officer and with the Secretary of the Department of Health and Human Services. All complaints must be in writing. Filing a complaint will not change the health care that BHC of Wausau, LLC provides to you in any way.

If you have any questions regarding this notice or the health information privacy policies, please contact the BHC of Wausau Privacy Officer, Anne Wunsch, at 715-842-9500.

The effective date of this notice is February 14, 2013.