

## NOTICE OF PRIVACY PRACTICES

The Omaha Home for Boys is committed to protecting the privacy of all individuals admitted into any of the Omaha Home for Boys' programs. We believe it is important for you to know how we handle health information, how it may be used and disclosed, and how you may gain access to this information.

The Omaha Home for Boys may revise its privacy practices from time to time as new features are added or as laws change that may affect our services. If we make changes to this Notice of Privacy Practices we will post the date of revision at the end of this notice.

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All information regarding the youth and families served is considered to be confidential and is only shared with those authorized to view such information. This includes members of the treatment team, those with a release of information, by court order, and those with legal authority to view or discuss the client's information.

### WHO WILL FOLLOW THIS NOTICE OF PRACTICES

- a. Any health care professional authorized to enter information into records.
- b. All Omaha Home for Boys staff members, including volunteer groups who the agency allows to help provide care.
- c. All entities and sites will follow the terms of this notice. In addition, these locations may share health information with each other for the purposes of treatment.

### SECTION 1 – Disclosure Allowed or Required By Law

- a. **Required By Law:** We may use or disclose your health information if legally required to do so, such as if a judge issues a subpoena for records, or the agency is audited by the federal or state government.
- b. **Treatment Purposes:** We may use or disclose your health information in order to provide treatment, arrange needed treatment services, or to facilitate needed treatment services such as the discloser of information to doctors, nurses, school counselor, or other persons involved in your care or treatment.
- c. **Public Health Needs:** We may use or disclose your health information to a public health authority for purposes of controlling disease, injury, or disability. We may disclose your health information to a health oversight agency for activities authorized by law, such as audits, investigations, and inspections.
- d. **Abuse or Neglect:** We may disclose your health information to a public authority that is authorized by law to receive reports of child abuse or neglect. In all cases, the disclosure will be made consistent with the requirements of federal and state laws.
- e. **Legal Proceeding & Administrative Hearings:** We may disclose your health information in the course of any legal proceeding or administrative hearings.
- f. **Law Enforcement:** We may disclose your health information, so long as applicable legal requirements are met, for law enforcement purposes.
- g. **Identification In Case of Death:** We may disclose your health information to a coroner or medical examiner for the purpose of identification in case of death or for determining cause of death.
- h. **Criminal Activity:** Consistent with applicable federal and state laws we may disclose your health information to prevent or lessen criminal activity, which may pose a threat to personal or public safety.
- i. **Medical Emergency Situation:** We may disclose your health information in an emergency treatment situation, if the disclosure is in your best interest.

- j. **Compliance:** Under the law we must make disclosures of your health information to the Director of the Department of Health and Human Services to enable it to investigate or determine our compliance with the requirements of the privacy laws.
- k. **Additional Situations:** Other use or disclosures of your health information, not covered by this notice or the law that applies to the Omaha Home for Boys, may be made only with your written permission. If you provide the Omaha Home for Boys with this permission you may revoke that permission at any time.

## SECTION 2 – Rights Regarding Your Health Information

- a. In any instance not covered by this notice we will ask for your written permission before using or disclosing your health information.
- b. You have the right to look at or get copies of your medical information when you submit a written request. If your request for access to or copies of your health information is denied, you may, depending on the circumstances, have the decision to deny your access reviewed. We will provide you, in writing, the reasons for denial and if by law you are allowed to have such denial reviewed we will provide you with instructions for having a denial of access reviewed.
- c. You have the right to request restrictions on the disclosure or use of your health information for purposes other than for the reasons stated in Section 1. You may request that any part of your health information not be disclosed to family members or others who may be involved in your case. The Omaha Home for Boys is not required to agree to the restriction, if in the professional judgment of the Omaha Home for Boys' staff, it is in your best interests to disclose or permit the disclosure of your health information. If the Omaha Home for Boys agrees to the restriction your health information may not be used or disclosed in violation of that restriction.
- d. You have the right to confidential communications. You may request that certain communications be treated as confidential and the Omaha Home for Boys will accommodate any reasonable request that is not in opposition to treatment goals or your Plan of Care.
- e. You have a right to a list of those instances in which the Omaha Home for Boys has disclosed health information about you other than for treatment, payment, healthcare operations, or where you authorized a disclosure. You must submit a written request for this list.

## SECTION 3 – Complaints

You may complain to us or to the Director of Health and Human Services if you believe we have violated your privacy rights. To complain to us you may send a letter describing your concerns to our Privacy Officer at the address found below. We respect your privacy and support any efforts to protect the privacy of your health information. We will not retaliate against you for filing a complaint.

Omaha Home for Boys  
C/O Privacy Officer  
4343 North 52<sup>nd</sup> Street  
Omaha, NE 68104  
**Phone:** 402-457-7000

In addition, the Omaha Home for Boys subscribes to an anonymous nationwide third party reporting service called EthicsPoint. There are two methods in which to report an ethical impropriety:

Call Toll Free: 866-295-3034 or

Internet: [www.ethicspoint.com](http://www.ethicspoint.com) and click on “File a Report”

Your identification is held in confidence by the EthicsPoint organization.

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