

## **HIPAA and MA 201.Rule 17 – Notice of Privacy Practices Wediko Children’s Services**

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**Wediko is committed to safeguarding the privacy of your personal information, including your Protected Health Information (PHI).**

**What Do the Laws Require?** Federal and state laws require that Wediko:

- Keeps your health information private
- Tells you how we keep health information private
- Tells you how and when we share your private health information.

Information about your financial situation and medical conditions and care that you provide to us is held in strictest confidence.

**How Do We Collect Information About You?** Wediko and its employees keep records about the services provided to you and your family. Employees collect data through a variety of means, including but not necessarily limited to conversations, letters, phone calls, emails, voice mails, requests for assistance through our organization, and from the submission of applications.

**What Don’t We Do With Your Information?** We do not give out, exchange, barter, rent, sell, lend, or disseminate any information that is considered confidential, is restricted by law, or has been specifically restricted by a patient/client in a signed HIPAA/MA 201 consent form.

**How We Do Use Your Information?** Information is only used as is reasonably necessary to process your application or to provide you with health or counseling services. Information which is important to provide the highest quality of care may be shared among Wediko staff.

Disclosure between Wediko and school personnel, health care providers, medical product or service providers, pharmacies, insurance companies, and other providers will be made only with your written authorization (a signed Individualized Educational Plan [IEP] that includes Wediko services constitutes a legal authorization for sharing of information with the school personnel).

**When Do We Disclose Information without Your Written Permission?**

- As required by law
- To obtain payment for services provided to you
- To coordinate care within Wediko
- For public health activities
- To report child abuse or neglect
- To prevent a serious threat to health or safety

- For lawsuits or administrative proceedings
- For law enforcement purposes
- To comply with laws relating to Workers' Compensation or other similar programs
- To correctional institutions or law enforcement
- To health oversight agencies
- For research that is approved by an Institutional Review Board when written permission is not required by federal or state law
- To "Business Associates" who have signed an agreement of confidentiality with Wediko

**Information We Do Not Collect:** We do not use cookies on our website to collect data from our site visitors. We do not collect information about site visitors except for one hit counter on the main index page ([www.wediko.org](http://www.wediko.org)) that simply records the number of visitors and no other data.

**Limited Right to Use Non-Identifying Personal Information from Biographies, Letters, Notes, and Other Sources:** Any pictures, stories, letters, biographies, correspondence, or thank you notes sent to us become the exclusive property of Wediko. We reserve the right to use non-identifying information about our clients (those who receive services or goods from or through us) for fundraising and promotional purposes that are directly related to our mission.

Clients will not be compensated for use of this information and no identifying information (photos, addresses, phone numbers, contact information, last names or uniquely identifiable names) will be used without client's express advance permission.

You may specifically request that NO information be used whatsoever for promotional purposes, but you must identify any requested restrictions in writing. We respect your right to privacy and assure you no identifying information or photos that you send to us will ever be publicly used without your direct or indirect consent.

**What are Your Rights Regarding Medical Information:** You have the right to request in writing restrictions on uses and disclosures of your information. You may inspect or obtain a copy of your health information upon submitting a written request. You can request in writing that confidential communication of protected health information be communicated in a certain way. You can request in writing that we amend information that may be used to make decisions about you. The law does not require us to agree to restriction requests, however.

If you believe your privacy rights have been violated or if you wish to file a complaint, please contact Wediko's Privacy Officer at 617-292-9200. You may also file a complaint with the Secretary of the Department of Health and Human Services. Office for Civil Rights, U.S. Department of Health and Human Services, JFK Federal Building, Room 1875, Boston, MA. 02203.

**Changes to This Notice:** Wediko reserves the right to change its privacy practices and the terms of this notice at any time. Changes will apply to private health information that Wediko already has as well as that information we receive in the future. The most current privacy notice will be posted at Wediko's office, on Wediko's website ([www.wediko.org](http://www.wediko.org)) and will be available on request. Every privacy notice will be dated.