

NOTICE OF PRIVACY PRACTICES

Alcohol and Drug Freedom Center of Knox County – Part 2 Program

Effective Date: February 16, 2026

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.

Uses and Disclosures of Your Health Information

We may use and disclose your health information for purposes of **treatment, payment, and health care operations**, consistent with applicable law, including HIPAA and 42 CFR Part 2.

Treatment

We may use and disclose your health information to provide, coordinate, or manage your health care and related services.

Example: A provider treating you may consult with another healthcare professional about your condition to ensure appropriate care.

Payment

We may use and disclose your health information to obtain payment for services provided to you.

Example: We may submit information to your health plan to receive payment for services provided to you.

Health Care Operations

We may use and disclose your health information for our operational activities, including quality assessment, staff training, licensing, and accreditation.

Example: We may use your information to evaluate the quality of services we provide and improve patient care.

Uses and Disclosures Requiring Your Written Authorization

We will obtain your written authorization for uses and disclosures not otherwise permitted or required by law, including: - Marketing (except as permitted by law) - Sale of protected health information - Most disclosures of psychotherapy notes

You may revoke your authorization at any time in writing, except to the extent that we have already acted in reliance on it.

Fundraising Activities

We may use certain limited information about you (such as your name, address, other contact information, age, gender, and dates of service) to contact you for fundraising efforts. You have the right to opt out of receiving such communications at any time. We will include clear instructions on how to opt out in any fundraising communication.

If we use or disclose substance use disorder treatment information for fundraising purposes, we will provide you with clear notice and an opportunity to opt out, in accordance with 42 CFR Part 2.

Uses and Disclosures That May Be Made Without Authorization

We may use or disclose your health information without your authorization when required or permitted by law, including:

- Public health activities
- Victims of abuse, neglect, or domestic violence
- Health oversight activities
- Judicial and administrative proceedings (subject to Part 2 limitations)
- Law enforcement purposes (limited circumstances)
- Decedents (coroners, medical examiners, funeral directors)
- Organ and tissue donation
- Research (without identifying information unless permitted by law)
- Serious threats to health or safety
- Specialized government functions (e.g., military, national security)
- Workers' compensation

Crimes on Program Premises or Against Program Personnel (42 CFR Part 2)

We may disclose information to law enforcement officials if a patient commits or threatens to commit a crime on the premises of the program or against program personnel. Such disclosure will be limited to the circumstances of the incident, including the suspect's name, address, last known whereabouts, and status as a patient in the program, in accordance with 42 CFR Part 2.

Substance Use Disorder Records (42 CFR Part 2)

The confidentiality of substance use disorder patient records maintained by this program is protected by federal law and regulations (42 CFR Part 2).

Federal law (42 CFR Part 2) prohibits unauthorized use or disclosure of these records.

We will not disclose substance use disorder treatment records for use in criminal, civil, administrative, or legislative proceedings against you unless: 1. You provide prior written consent, or 2. A court issues a valid Part 2-compliant court order and accompanying legal process

Redisclosure Notice (Required by Federal Law): This information has been disclosed to you from records protected by federal confidentiality rules (42 CFR Part 2). The federal rules prohibit you from making any further disclosure of this information unless further disclosure is expressly permitted by the written consent of the person to whom it pertains or as otherwise permitted by 42 CFR Part 2. A general authorization for the release of medical or other information is NOT sufficient for this purpose. The federal rules restrict any use of the information to criminally investigate or prosecute any alcohol or drug abuse patient.

All disclosures will be made in full compliance with HIPAA and 42 CFR Part 2, including strict limitations on redisclosure.

Your Rights Regarding Your Health Information

You have the following rights under HIPAA and applicable law:

Right to Inspect and Copy

You have the right to inspect and obtain a copy of your health information in paper or electronic form. We may charge a reasonable, cost-based fee. Requests will be fulfilled within 30 days, unless an extension is permitted by law.

Right to Amend

You have the right to request an amendment to your health information if you believe it is incorrect or incomplete. We may deny your request in certain circumstances and will provide a written explanation within 60 days.

Right to an Accounting of Disclosures

You have the right to request a list of certain disclosures made within the six (6) years prior to your request, excluding disclosures for treatment, payment, and health care operations and other permitted exceptions.

Right to Request Restrictions

You have the right to request restrictions on certain uses and disclosures. We are not required to agree, except where you pay out-of-pocket in full and request restriction of disclosure to a health plan, in which case we will comply unless otherwise required by law.

Right to Request Confidential Communications

You have the right to request that we communicate with you by alternative means or at alternative locations. We will accommodate reasonable requests.

Right to a Paper Copy of This Notice

You have the right to receive a paper copy of this Notice upon request, even if you have agreed to receive it electronically.

Right to Designate a Personal Representative

You may designate an individual to act on your behalf. We will verify the authority of any such representative prior to granting access.

Our Duties

We are required by law to: - Maintain the privacy and security of your protected health information - Provide you with this Notice of our legal duties and privacy practices - Abide by the terms of this Notice currently in effect - Notify you following a breach of unsecured protected health information, as required by law

We will not use or disclose your health information in a manner inconsistent with this Notice unless you provide written authorization.

Changes to This Notice

We reserve the right to change the terms of this Notice at any time. Any changes will apply to all protected health information we maintain. The revised Notice will be made available upon request and on our website.

Complaints

If you believe your privacy rights have been violated, you may file a complaint with us or with the Secretary of the U.S. Department of Health and Human Services.

To file a complaint with us, contact:

Mindy Langdon

Administrative Director / Client Rights Officer

Phone: 740-397-2660

Email: MindyH@freedomctr.net

To file a complaint with the U.S. Department of Health and Human Services:

Office for Civil Rights

200 Independence Avenue, S.W.

Washington, D.C. 20201

Phone: 1-877-696-6775

Website: <https://www.hhs.gov/hipaa/filing-a-complaint/index.html>

You will not be retaliated against for filing a complaint.

Contact Information

If you have questions about this Notice or your privacy rights, please contact:

Mindy Langdon

Administrative Director / Client Rights Officer

Phone: 740-397-2660

Email: MindyH@freedomctr.net

Regulatory Compliance Statement

We comply with applicable federal and state privacy laws, including the Health Insurance Portability and Accountability Act (HIPAA) and 42 CFR Part 2 governing substance use disorder records. Where state law provides greater privacy protections, we will follow state law.

End of Notice