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**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.**

**Mental Health System’s Commitment to Protecting the Privacy of Your Health Information**

Concern for the privacy and security of health information is widespread across our nation. Mental Health Systems (MHS) has always gone to great lengths to protect your health information. New federal laws reinforce these protections and call for additional protections of health information. They also provide you with rights to access your health information and understand how it is being *Access to Health Records: Practices and Rights*.

**Summary of the Federal Privacy Regulations and Mental Health System’s *Access to Health Records: Practices and Rights*.** -

HIPAA provides you with new rights to help you understand and control how your health information is being used. A document called Mental Health Systems's Effective April 14, 2003, all health care providers and health plans are required to follow standard federal privacy regulations. These privacy regulations are part of the Health Insurance Portability and Accountability Act - HIPAA for short. HIPAA will help protect the privacy of your health information in these ways:

- 1. Defines individual health information** - HIPAA tells us what is considered to be health information. It includes an individual’s health and billing information in any format - electronic, paper or oral.
- 2. Defines health care organizations** - HIPAA tells us what kinds of organizations must follow these standard privacy regulations. HIPAA covers physicians, hospitals, health plans, claims clearinghouses and many other organizations that are involved in the health care delivery process.
- 3. Defines individual rights over your health information-** HIPAA provides you with new rights to help you understand and control how your health information is being used. A document called Mental Health System’s’ *Access to Health Records: Practices and Rights* will be provided to you. This document explains in detail how Mental Health Systems will use and release your health information. Included in this document are descriptions of your rights to:
  - **Access to your health information**
  - **Request an amendment or correction to your health information**
  - **Authorize non-routine disclosures of your health information**
  - **Request a history of where your health information has been released outside of MHS**
  - **File a formal complaint if you feel your privacy rights have been violated**

**For more information about Mental Health System’s privacy practices** HIPAA regulations are intended to **protect the privacy of your health** information, yet allow the appropriate flow of information necessary to care for you. MHS takes these regulations seriously and we will do our best to protect your privacy while providing you with the highest quality health care services available. Please review the *Access to Health Records: Practices and Rights* document for more information about how MHS protects your privacy. You may also contact MHS at 952-835-2002 for additional copies of the document, if you have questions about the privacy of your health information or if you have suggestions as to how we can better protect your privacy.

**Acknowledgement of Receipt of the *Access to Health Records: Practices and Rights* document.** Federal regulations require that MHS obtain proof that patients have received the *Access to Health Records: Practices and Rights* document. My signature below indicates only that I have received a copy, not that I have read it or agree with its contents.

\_\_\_\_\_  
 (Signature of Patient)

\_\_\_\_\_  
 (Date)

\_\_\_\_\_  
 (Signature of Parent/Guardian)

\_\_\_\_\_  
 (Date)