

Middle Peninsula–Northern Neck Behavioral Health (MPNN BH)

Administration – Board Office

530 General Puller Highway
PO Box 40
Saluda, Virginia 23149
Phone: (804) 758-5314

Why We Have This Privacy Notice

We are required by law to maintain the privacy of protected health information and Part 2 records, and to provide you with notice of our legal duties and our privacy practices with respect to this protected health information. Also, we must abide by the terms of this Notice.

If we make any changes in the Notice, we must notify you before the change can take effect. We reserve the right to change the terms of this Notice and to make any new Notice provisions effective for all protected health information that we maintain.

You will be asked to acknowledge that you have received this Notice, and you have a right to have a hard copy of this Notice.

How We Use and Disclose Information

In order to effectively provide services to individuals, Middle Peninsula–Northern Neck Behavioral Health (MPNN BH) must utilize and, in some cases, disclose information about individuals receiving services. This Notice explains how we may use and disclose information about you and describes your rights.

Protected Health Information (PHI) means information related to your past, present, or future physical or mental health or condition and related health care services, including demographic information that may identify you.

When this Notice uses the terms *information*, *record(s)*, or *medical record(s)*, they mean the same thing as PHI. The term *individual* refers to you and other clients of MPNN BH.

Permitted Uses and Disclosures Without Written Authorization

Medical privacy laws allow the use and disclosure of PHI without prior authorization for the following purposes:

Treatment

Payment

Health Care Operations

Other Permitted Uses and Disclosures Without Authorization

Information may also be disclosed as required by law, including for:

- Public health authorities
 - Health oversight activities
 - Legal proceedings
 - Law enforcement in certain circumstances
 - Serious threats to health or safety
 - Coroners, funeral directors, organ donation, and research
 - Military activity and national security
 - Inmates
 - Workers' compensation
 - Secretary of Health and Human Services
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Enhancing Your Health Care

Some programs use and disclose information to support your care, including:

- Appointment reminders by phone or letter

- Describing or recommending treatment or service alternatives
 - Providing information about health-related benefits and services
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Uses and Disclosures Where You May Agree or Object

- Facility directories
 - Involvement by others in your care
 - Disaster relief
 - Fundraising activities
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Payment for Your Care

Unless you object in writing, you may exercise your HIPAA rights to restrict disclosure of information about services paid in full out of pocket when no claim is filed with your health plan.

Uses and Disclosures Requiring Written Authorization

Other uses and disclosures not covered by this Notice or applicable laws will be made only with your written authorization. You may revoke your authorization at any time in writing.

Revocation does not apply to disclosures already made based on your authorization or where independent legal authority permits disclosure.

Your Rights Regarding Your Health Information

You have the right to:

- Request access to inspect or copy your medical record (within 15 days of written request)
- Request amendments to your medical record
- Request summaries or explanations of PHI (fees may apply)

- Receive an electronic copy of electronic medical records
 - Be notified of a breach of unsecured PHI
 - Receive an accounting of certain disclosures
 - Request restrictions on uses or disclosures
 - Request alternative methods of communication
 - Receive a paper copy of this Notice
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Filing Complaints or Requesting Information

If you believe your privacy rights have been violated, you may file a complaint or request more information. Filing a complaint will not affect your care.

Compliance Officer

530 General Puller Highway
PO Box 40
Saluda, Virginia 23149
Phone: (804) 758-5314

Regional Human Rights Advocate

Latoya Wilborne
Eastern State Hospital Satellite Office
P.O. Box 8791
Williamsburg, Virginia 23187-8791
Phone: 757-253-7061

U.S. Department of Health and Human Services

1800 F Street NW
Washington, DC 20405
Website: www.dhhs.gov

Complaints must generally be filed within 180 days of when you knew or should have known of the violation.

Confidentiality of Alcohol and Drug Services Records (42 CFR Part 2)

Records related to the diagnosis, treatment, or referral for treatment of a substance use disorder are protected by federal law (42 CFR Part 2). These protections are stronger than HIPAA and restrict how such information may be used or disclosed.

Permitted Uses with Written Consent

With written consent, Part 2 records may be used for treatment, payment, and health care operations, including:

- Coordinating and managing care
- Billing and payment activities
- Quality improvement and program operations

You may revoke consent at any time in writing.

Redisclosure Restrictions

Recipients may not redisclose Part 2 records unless permitted by federal law.

Law Enforcement and Legal Protections

Part 2 records may not be used for criminal, civil, or immigration enforcement without a special court order meeting federal requirements.

Non-Discrimination

Federal law prohibits discrimination based on substance use disorder treatment.

Emergencies, Research, and Audits

Disclosures without consent may occur for medical emergencies, research, audits, or program evaluation as permitted by law.

Child Abuse and Neglect Reporting

Part 2 does not prevent required reporting under Virginia law.

Personal Representatives

When an individual cannot give informed consent, a personal representative authorized under Virginia law may act on their behalf, subject to legal and clinical safeguards.

Changes to Privacy Practices

MPNN BH may change its privacy practices as permitted by law. Notice of changes will be provided by mail, discussion, electronic means, or public posting. This Notice is also available on the agency website.

Effective Date: April 14, 2003

Notice Revision: February 1, 2026