**RESOURCE MANAGEMENT SERVICES**

 **NOTICE OF PRIVACY PRACTICES**

This facility is required by law to provide you with this Notice of Privacy Practices, so that you will understand how we may use or share information from your health record (PHI), as well as how you can gain access to this information. At RMS, there may be some services that are provided through contracts with business associates, so that they can do the job we have asked them to do. Business associates are also required to safeguard your health information.

RMS must obtain your written consent which may be revoked at any time, prior to disclosing information about your or the services you receive, with the following exceptions concerning treatment, payment, and operations.

* Treatment purposes to plan your care and communicate with other health professionals involved in your care
* To disclose information to your family or other person involved in your care unless you object
* Communications within RMS
* Payment purposes
* Health Care Operations to manage programs and operations, create reports, and improve the quality of services
* Appointment reminders
* Public Health officials
* As required by law such as subpoena or court order
* Abuse reports and investigations
* Determining your eligibility for services
* Medical emergencies
* Serious threat to your health and safety, the public, or another person
* Crimes on the premises of RMS or against RMS staff
* Payment for your healthcare
* Medical research

Privacy Rights

* Right to a copy of your health record or a part of the record (fees may apply)
* Right to correct, amend, or update your records
* Right to obtain a list of disclosures
* Right to request limits on uses of PHI
* Right to revoke permission
* Right to choose how RMS communicates with you
* Right to file a complaint
* Right to a copy of this notice
* Right to receive a notice of change to privacy practices

You may contact RMS’ Compliance Officer, Roxanne McGraw at 337-437-4014 to report a problem or with questions/concerns about the privacy of your healthcare record, without fear of retaliation. 2/1/21