

**FAMILY-CHILD RESOURCES, INC.  
F-CR ASSOCIATES, INC.  
NOTICE OF PRIVACY PRACTICES  
for Personal Health Information**

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.

**Family-Child Resources/F-CR Associates** serves its clients through many programs, including health and human services. We are required by law and are committed to keeping your personal health information private, confidential, and secure; to give you this notice; and to do what we say in the notice. If there are changes to this notice, we will mail you a new notice.

YOUR RIGHTS TO PRIVACY

You have the following rights about your health information:

- **Right to see and get copies of your health information records.** You may be charged a fee for copies.
- **Right to ask for a correction to your records.**
- **Right to ask that we limit how your information is used or shared.** However, we do not have to agree to your request.
- **Right to take back permission.** You can change your permission to share, or limit the sharing, of your health information.
- **Right to confidential communications.** You can request that we send mail to another address or call you at another phone number, for example.
- **Right to receive a list of who we've shared your health information with after April 14, 2003.** This list would not include sharing for treatment, payment, or operations; or those made with your permission.
- **Right to get a copy of this Notice.**
- **Right to file a complaint.**

CONFIDENTIALITY AND USES OF YOUR INFORMATION:

Family-Child Resources/F-CR Associates and its programs may use or share your health information for:

- Treatment – to a physician or other healthcare provider providing treatment to you. This includes health information sent to your family doctor or a specialist such as, but not limited to: treatment notes, letters, faxes, assessment forms, and/or charts.
- Payment – to obtain payment for services we provide to you.
- Healthcare operations – in connection with healthcare operations.

CHANGES TO THIS NOTICE:

We reserve the right to change this notice at any time. We further reserve the right to make any change effective for all protected health information that we maintain at the time of the change – including information that we created or received prior to the effective date of the change. We will post a copy of our current notice in our client waiting room. At any time, patients may review the current notice by contacting our privacy officer.

FOR MORE INFORMATION OR TO REPORT A PROBLEM:

If you feel your privacy rights have been violated, or you would like more information, you may write to:

Family-Child Resources, Inc./  
F-CR Associates, Inc.  
Attention: Privacy Officer  
3995 East Market Street  
York, PA 17402  
(717) 757-1227

You also may submit a written complaint to the U.S. Department of Health and Human Services. We will provide you with their address upon request. We will not retaliate in any way if you choose to file a complaint with us or with the U.S. Department of Health and Human Services.

OTHER USES OF YOUR INFORMATION NOT REQUIRING YOUR PERMISSION:

There are other reasons that we may, or are required to, use or share your health information:

- National security, military and veterans – for national security or intelligence. Also, health information can be given to the appropriate military authorities if you are or have been in the U.S. armed forces.
- Public health – for public health including, but not limited to, when you have been exposed to a disease, may be at risk for spreading the disease or to an authority authorized by law to receive reports of abuse or neglect.
- Health oversight – for audits, inspections and licensing.
- By law, for law enforcement, or court order – when required by law, for law enforcement purposes or in response to a subpoena or court order.
- Emergency care, disaster relief or to avoid harm – to provide emergency care, disaster relief and /or to prevent a serious threat to the health and safety of a person or the public, including those in the corrections system.
- Persons involved in care – to notify, or assist in the notifications of (including identifying or locating) a family member, your personal representative or another person responsible for your care, of your location, your general condition, or death. If you are present, then prior to use or disclosure of your health information, we will provide you with an opportunity to object to such uses or disclosures. In the event of your incapacity or emergency circumstances, we will disclose health information based on a determination using our professional judgment disclosing only health information that is directly relevant to the person's involvement in your healthcare.
- Appointment reminders – to provide you with appointment reminders (such as voicemail messages, postcards or letters).