

## NOTICE OF RIGHTS OF CONFIDENTIALITY

### CONFIDENTIALITY OF ALCOHOL AND DRUG ABUSE PATIENT RECORDS

Notification Form from 42 C.F.R. § 2.22(d) & HIPM

The confidentiality of alcohol and drug abuse patient records maintained by this program is protected by federal law and regulations. Treatment staff is bound by regulations under the Health Insurance Portability and Accountability Act and 42 CFR Part 2. These regulations protect patient medical information, private health information, and identifying information as related to a patient's enrollment in a substance abuse treatment program.

Generally, the program may not say to a person outside the program that a patient attends the program, or disclose any information identifying a patient as an alcohol or drug abuser, unless:

1. The patient consents in writing; or
2. The disclosure is allowed by a court order; or
3. The disclosure is made to medical personnel in a medical emergency or to qualified personnel for research, audit, program evaluation or provision of contracted treatment services. Government agencies that fund or regulate a program may have access to program records without patient consent to conduct an audit or evaluation.

Violation of the federal law and regulations by a program is a crime. Suspected violations may be reported to appropriate authorities in accordance with federal regulations.

Federal law and regulations do not protect any information about a crime committed by a patient either at the program or against any person who works for the program or about any threat to commit such a crime.

Federal laws and regulations do not protect any information about suspected child abuse or neglect from being reported under state law to appropriate state or local authorities.

The premises of this office are video recorded. By signing this notice of confidentiality, you are consenting to being recorded when you enter the property. All video recording and monitoring are used for program purposes only.

We are providing you with this Notice of Rights of Confidentiality to advise you of your rights of confidentiality and the disclosure of confidential information. You may elect to waive your rights to confidentiality as defined within this notice by signing the Consent for Release of Confidential Information which provides the necessary consent from you to allow the disclosure of information as provided in number (1) "the patient consents in writing," of this notice.

**Source:** "Confidentiality of Alcohol and Drug Abuse Patient Records" Code of Federal Regulations, 2000. 42 CFR, chapter I, part 2. (Copyright ©2000 American Health Information Management Association)

*I acknowledge receipt this Notice of Confidentiality of Alcohol and Drug Abuse Patient Records and understand that a summary of these rights will be made available to me upon my request.*

*Patient Signature*

*Date*

*Staff Signature*

*Date*

Treatment at AST is contingent upon:

1. Payment. Paying for treatment is a critical piece of recovery. Payment must be current and paid in full before services can be rendered. Payment can include either active insurance with copayment and co-insurance payments as required by insurer policy, or by direct payment to clinic.
  - a. Fees
    - i. Rescheduling fee – if reschedule request is received 48 hours prior to the scheduled appointment, there is no fee. No-showing appointments or rescheduling appointments with less than 48 hours' notice are actions subject to a \$25 fee. This fee must be paid before services can be rendered. Patients must take responsibility for scheduling and attending appointments as part of recovery.
    - ii. Prescription fees. If a patient decides, at their preference, to use a different pharmacy than had been agreed upon, an additional fee of \$25 must be paid before additional prescription will be sent.
2. Attendance. Failure to attend 2 or more scheduled appointments is grounds for discharge from AST. Responsibly scheduling and attending appointments is an important part of recovery.
3. Behavior. Patients must be respectful in their behavior and interactions with AST clinical staff, and all our community partners (referrals and pharmacies we use). Rude, insulting, or threatening behavior will result in immediate discharge from AST.
4. Recovery. Patients must be active in their recovery. Patients who are not active in recovery (by continually using illicit drugs or medications) will be at risk of discharge from AST.
5. Diversion. Any diversion (selling or illegally distributing) of AST prescriptions will result in discharge from AST.

As part of treatment at AST, we are required to perform laboratory tests for illicit and prescribed substances. We are required to check third-party databases such as controlled substance registries to provide care. Your signature below indicates agreement with the above terms and conditions.

*Patient Signature*

*Date*

*Staff Signature*

*Date*