



NOTICE OF PRIVACY PRACTICES

1. Liberation, based on federal and state laws, is not allowed to disclose to ANYONE that you are a client of this agency, or release any part of your medical record, unless a signed authorization (or release) form is on file.
2. You have the right to refuse to sign any and all authorization forms.
3. If you decide NOT to sign an authorization form, please keep in mind that we will not be allowed to contact a person or organization that may require you to notify them when starting a substance abuse program. For example, if you are referred by the judicial system and do not sign an authorization form, the judicial system may assume you are non-compliant with its treatment recommendations.
4. There are circumstances where we do NOT need an authorization form to disclose information. These include:
 - Suspicion of child abuse/neglect
 - Suspicion of elder abuse
 - Suspicion of abuse to a person who is mentally challenged
 - Medical emergencies
 - If you threaten to harm yourself or others
 - If this agency has a signed Qualified Service Agreement (a signed contract with another agency that allows disclosure of information)
 - Internal communications (if you change programs within our organization)
 - Court-ordered subpoena
 - State or federal audits (Organizations visit us annually to make certain we are providing quality services and need to review charts)
 - Reporting crimes committed on premises or against staff
5. Authorization forms are specific. Liberation does not disclose information that you have not allowed in the signed form.
6. ALL clinical records are destroyed 7 years after being closed (7 yrs from the time you are discharged from Liberation). If you believe you may need something from us at time of discharge, like a letter, please do not wait. Once a record is destroyed, it is gone forever.
7. If you believe that any right has been violated, you may file a grievance at any time.
8. You may ask for this, or any, form to be explained at any time during your stay with Liberation, and you may ask for an explanation as many times as you feel is necessary.