

AE-110

Notice of Privacy Practices

How Aeternum uses and protects health information, and the privacy rights you hold under HIPAA and Oregon law.

Summary — This notice describes how health information about you may be used and disclosed, and how you can get access to this information. Please review it carefully.

Aeternum Residential Treatment Home is required by the federal HIPAA Privacy Rule and Oregon law to protect the privacy of your health information, to give you this notice of our legal duties and privacy practices, and to follow the terms of the notice currently in effect.

How we may use and share your information

For your care

We use your information to provide support and coordinate services — for example, sharing your medication list with your pharmacy, or discussing a health concern with your primary care provider.

For payment

We may share information with your health plan, coordinated care organization, or a county program to confirm coverage and obtain payment for services.

For our operations

We use information for quality review, staff training, licensing surveys, and internal administration.

With people you choose

With your written authorization, we share information with family members, guardians, advocates, or anyone else you name. You choose who is on that list and may change or revoke it at any time in writing.

When the law requires or permits it

- Reporting suspected abuse, neglect, or exploitation
- Responding to a court order, subpoena, or lawful government request
- Reporting communicable disease to public health authorities
- Preventing a serious and imminent threat to health or safety

- Health oversight activities, including Oregon Health Authority licensing review
- Workers' compensation, coroner, or organ donation purposes as allowed by law

Uses that always require your written authorization

- Most uses and disclosures of psychotherapy notes
- Marketing communications
- Any sale of your health information
- Most disclosures of substance use disorder treatment records, which receive additional protection under federal 42 CFR Part 2

If you give an authorization, you can revoke it in writing at any time. Revocation does not undo disclosures already made in reliance on it.

Access	Inspect and receive a copy of your health record, usually within 30 days. A reasonable, cost-based fee may apply to copies.
Amendment	Ask us to correct information you believe is inaccurate or incomplete. If we deny the request, you may submit a statement of disagreement.
Accounting of disclosures	Receive a list of certain disclosures we made in the prior six years.
Restriction requests	Ask us to limit how we use or share information. We will accommodate reasonable requests where we are able.
Confidential communication	Ask us to contact you a specific way or at a specific address.
Paper copy	Receive a paper copy of this notice at any time, even if you agreed to receive it electronically.
Breach notification	Be notified if a breach occurs that compromises the privacy of your information.
Choose a representative	Have a guardian or personal representative exercise these rights on your behalf where the law allows.

Our responsibilities

- We are required by law to maintain the privacy and security of your health information.
- We will notify you promptly if a breach occurs that may have compromised your information.
- We must follow the duties and privacy practices described in this notice and give you a copy of it.
- We will not use or share your information other than as described here unless you tell us we may, in writing.
- We train all staff on privacy and confidentiality at hire and annually.

How to exercise a right or file a complaint

To exercise any right described above, speak with the Home Director or write to us at 613 SE 32nd Ave, Hillsboro, OR 97123, call (971) 317-2199, or email myaeternumcare@gmail.com.

If you believe your privacy rights have been violated, you may file a complaint with us using the process in the Grievance & Complaint Process guide, or directly with the U.S. Department of Health and Human Services Office for Civil Rights at 200 Independence Avenue SW, Washington, D.C. 20201, 1-877-696-6775, or

Changes to this notice

We may change this notice and apply the changes to information we already hold. The current version is always posted in the home and available on request, with the effective date shown in the footer of this document.