



INSIGHT NORTHWEST RECOVERY LLC
NOTICE OF PRIVACY PRACTICES FOR PROTECTED HEALTH INFORMATION
45 CFR 164.520

BACKGROUND:

At Insight Northwest Recovery, LLC, we are dedicated to safeguarding the privacy of your Personal Health Information (PHI). This document outlines our privacy practices in accordance with the Health Insurance Portability and Accountability Act (HIPAA) Privacy Rule, which ensures that individuals are informed of the privacy practices of their health plans and most healthcare providers, as well as their rights related to PHI.

GENERAL RULE:

You have the right to be adequately informed about how we may use and disclose your PHI, your rights concerning your PHI, and our responsibilities in protecting your PHI. Insight Northwest Recovery, LLC is required to develop and provide this notice of our privacy practices.

CONTENT OF THE NOTICE:

This notice provides a clear description of:

- How we may use and disclose your PHI.
- Your rights regarding your PHI and how you may exercise these rights.
- Our legal duties concerning your PHI, including our responsibility to maintain the privacy of your PHI.
- Contact information for further inquiries about our privacy policies.
- The effective date of this notice.

PROVIDING THE NOTICE:

Insight Northwest Recovery, LLC will:

- Make this notice available upon request.
- Prominently post and make available on our website.
- Provide this notice no later than the date of the first service delivery for direct treatment providers, with an attempt to obtain written



acknowledgment of receipt. In emergency treatment situations, the notice will be provided as soon as reasonably practicable.

ORGANIZATIONAL OPTIONS:

Insight Northwest Recovery, LLC may develop multiple privacy notices if we perform different functions, ensuring the most specific notice is provided. We may also produce a joint notice if participating in an organized health care arrangement if certain requirements are met.

UPDATES TO PRIVACY PRACTICES:

Insight Northwest Recovery, LLC reserves the right to change our privacy practices. Any changes will apply to all PHI we maintain, and upon request, we will provide you with the revised Notice of Privacy Practices.

CONTACT INFORMATION:

For further information about Insight Northwest Recovery LLC's privacy practices, or to obtain additional copies of this notice, please contact:

Sarah Harris
Director of Operations
1776 Millrace Drive, Suite 202
Eugene, Oregon 97403

HOW WE MAY USE AND DISCLOSE HEALTH INFORMATION ABOUT YOU:

For Treatment, Payment, or Health Care Operations: We may use and disclose your PHI without your written authorization for purposes of treatment, payment, and health care operations. This includes, but is not limited to, consultations and referrals between healthcare providers for your care.

Lawsuits and Disputes: We may disclose your PHI in response to a court or administrative order, subpoena, discovery request, or other lawful processes.

Special Situations:

- **Required by Law:** We may use and disclose your PHI when required by state or federal law.



- Public Health and Safety: We may disclose your PHI for public health activities, and to prevent or reduce a serious threat to anyone's health or safety.
- Health Oversight Activities: For audits, investigations, and other oversight activities.
- Judicial and Administrative Proceedings: Responding to court or administrative orders.
- Law Enforcement: Reporting crimes occurring on our premises.
- Coroners, Medical Examiners, and Funeral Directors: When performing their duties as authorized by law.
- Research: For research purposes, under certain conditions.
- Workers' Compensation: As authorized by and to the extent necessary to comply with laws relating to workers' compensation or other similar programs.
- Specific Government Functions: Including military and veterans' activities, national security and intelligence activities, protective services for the President, and correctional institutions.
- Other Uses and Disclosures: As permitted by law, including but not limited to appointment reminders, treatment alternatives, and health-related benefits and services.

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YOUR RIGHTS REGARDING HEALTH INFORMATION ABOUT YOU:

You have the right to request restrictions on certain uses and disclosures of your PHI, though we are not required to agree to these restrictions.

You have the right to receive confidential communications.

You have the right to inspect and copy your PHI.

You have the right to amend your PHI.

You have the right to receive an accounting of disclosures of your PHI.

You have the right to a paper or electronic copy of this notice.

COMPLAINTS:

If you believe your privacy rights have been violated, you may file a complaint with us or with the Secretary of the Department of Health and Human Services. All complaints must be in writing.



Please visit <https://www.hhs.gov/hipaa/filing-a-complaint/index.html> for more information on filing a complaint.

INR PRIVACY POLICY

March 10, 2023 Revised October 31, 2023