



- Occupational Therapy Clinic -

Dr. Lindsey Fite, OTD, OTR/L

Privacy Practices Notice - HIPAA

Effective Date: 10/01/2024

Protected Health Information

Your Protected Health Information (PHI) is all individually identifiable health information held or transmitted by a covered entity (Bitterroot Therapeutic Recovery, LLC), including demographic data, that relates to an individual's past, present, or future physical or mental health or condition; the provision of health care to the individual; or the past, present, or future payment for the provision of health care to the individual, and that identifies the individual or for which there is reasonable basis to believe it can be used to identify the individual. This includes common identifiers (e.g., name, address, birth date, SSN).

Use and Disclosure

Bitterroot Therapeutic Recovery, LLC may use and disclose PHI as the HIPAA Privacy Rule permits, or as the individual who is the subject of the information or personal representative authorizes in writing, to individuals and personal representatives specifically when access is requested, or when HHS is investigating/reviewing enforcement action. Permitted uses and disclosures with specific privacy rulings and allowances are to the individual; for treatment, payment, and health care operations; with opportunity to agree or object; incidental use and disclosure; public interest and benefit activities, and a limited data set for research and public health and health care operations.

Duty as required by law

Bitterroot Therapeutic Recovery, LLC is required by law to abide by HIPAA standards Privacy Rules at all times in order to protect the privacy of individuals. It must provide notice of privacy practices to anyone upon request with good faith effort to obtain written acknowledgment from clients of its receipt, and must abide by the terms of the current notice.

Client Rights

Clients always obtain the request restriction on use/disclosure of PHI for treatment, health care operations, to persons involved in health care or payment, or to notify family members about general condition, location, or death. Clients have the right to access their PHI in a designated record set, excepting psychotherapy notes, information compiled for legal proceedings, lab results to which the CLIA prohibits access, information held by certain research laboratories, and situations when health care professionals believe access could cause harm to the individual or another. Individuals are given the right to have denied access reviewed by a licensed health care professional for a second opinion. Clients additionally have the right to amend their PHI in a designated record set when inaccurate or complete. Bitterroot Therapeutic Recovery must comply with agreed restrictions excepting for purposes of treating individuals in medical emergencies. Individuals have the right to complain to HHS and to Bitterroot Therapeutic Recovery, LLC if they believe their privacy rights have been violated.

Contact for Information or Complaint Process

Contact Dr. Lindsey Fite for further information on how PHI is used and disclosed. To make a complaint regarding the privacy practices of Bitterroot Therapeutic Recovery, LLC, individuals may request a form to fill out and submit directly to the clinic with Dr. Lindsey Fite, and/or may submit complaints directly to the Secretary of HHS at <https://www.hhs.gov/hipaa/filing-a-complaint/index.html>.

Signature

This signature acknowledges that Bitterroot Therapeutic Recovery, LLC's Privacy Practices Notice has been provided, read, and accepted in its entirety by the individual receiving care, or the individual's personal representative.

Client's Name (printed): _____

Personal Representative
Name (if applicable): _____

Client or Personal
Representative signature: _____

Date: _____

Address: 5501 US 93, Ste 1
Florence, MT 59870

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