



PLEASE REVIEW CAREFULLY

## The Moore Center Notice of Privacy Practices

### The Purpose of This Notice

The Moore Center (TMC) is legally obligated to uphold the confidentiality of your personal health information. We recognize the significance of safeguarding your personal health information and ensuring your privacy. By the federal Health Insurance Portability and Accountability Act (HIPAA), Public Law 104-191, and HIPAA regulations (45 CFR Parts 160 and 164), we are providing you with this Notification to inform you of our privacy practices, legal responsibilities, and your entitlements concerning your health information. No specific action is required from you because of this Notification. If you have any questions or concerns about its content, please address them to The Moore Center's HIPAA Officer at the email address below.

### The Moore Center Will Use or Disclose Your Health Information for The Following Purposes

- **Treatment and services:** Your health information may be used or disclosed to provide, coordinate, or manage your treatment and services with other Service providers, the State of New Hampshire entities, or business associates. State of NH entities include, but not limited include any division of the Department of Health and Human Services (DHHS) and the Division of Children Youth and Families (DCYF).
- **Payment:** Your health information may be used or disclosed for payment purposes, such as determining proper payment for services you receive, or processing payments made to facilities contracted with The Moore Center.
- **Health Care Operations:** We may use or disclose your health information for operational purposes, including quality assessment, fraud detection, business planning, and professional review activities. Other operations include sharing Incident Reports and Client Rights Investigation reports with providers for assessments and treatments.
- **As required by law:** We will disclose your medical information when required to do so by federal, state or local law. The Moore Center is obligated to furnish any client information as requested by the NH Department of Health and Human Services in conjunction with any audit, investigation, or inspection.

### Other Possible Uses and Disclosures in Addition to the above

In addition to the purposes mentioned above, The Moore Center may use or disclose your health information in the following circumstances:

- **Law Enforcement:** Information about you may be disclosed as required by law, such as court orders, administrative orders, or reporting to law enforcement officials.
- **Public Health:** Your health information may be used or disclosed for public health activities like disease prevention or control.
- **Health Oversight Activities:** We may use or disclose your health information for oversight activities authorized by law, including audits and investigations.
- **Health and Safety:** Disclosure of your health information may prevent a serious threat to your health or safety or that of others, as permitted by applicable law.
- **Government Functions:** Your health information may be used or disclosed for specialized government functions, such as national security or public benefits programs.
- **Decedents:** Your health information may be disclosed to funeral directors or coroners for lawful duties.

## Any Other Use and Disclosure

Any use or disclosure of sensitive information, such as psychotherapy notes, mental health records, HIV or genetic testing records, and substance use disorder records, will require your written authorization. Substance use disorder diagnosis or treatment records may have additional requirements. You have the right to revoke any such authorization at any time.

## Your Health Information Rights

You have the following rights regarding your medical information:

- **Right to Inspect and Copy:** You have the right to inspect and obtain copies of your medical information maintained by The Moore Center. To do so, please submit your request on the Authorization to Disclose or Release PHI Form to the Moore Center's Health Information Management office. *Retention of Records:* The Moore Center will maintain records for a period of not more than SEVEN (7) years from the date of last service with the agency.
- **Right to an Accounting of Disclosures:** You can request an accounting of disclosures made for purposes other than treatment, payment, healthcare operations, or certain authorized disclosures. To request an accounting of disclosures, you must submit your request in writing to the Moore Center's Privacy Officer.
- **Right to Request Restrictions:** You can request restrictions on using or disclosing your medical information for treatment, payment, or healthcare operations. To request restrictions, you must submit your request in writing to The Moore Center Privacy Officer at the address listed below. In your request, you must tell us:
  - What information do you want to limit?
  - If you wish to restrict our use, disclosure, or both
  - To whom do you want the limited to apply
- **Right to Request Confidential Communications:** You can request that The Moore Center communicate with you about medical matters in a specific manner or location. Submit your request in writing to the Moore Center's Privacy Officer.
- **Right To Be Notified of a Breach:** You have the right to be notified if your Protected Health Information is breached.
- **Right to a Paper or Electronic Copy of This Notice:** You can obtain a paper or electronic copy of this Notice, even if you agree to receive it electronically. Visit our website for a copy. <https://moorecenter.org>

## How to File a Complaint

If you believe your privacy rights have been violated by The Moore Center or one of its contractors, you may write to The Moore Center's HIPAA Officer at [HIPAA@moorecenter.org](mailto:HIPAA@moorecenter.org) or mail to: The Moore Center, 195 McGregor St, Suite 400, Manchester, NH 03102.

Updated Notice: will be sent by mail and made available on The Moore Center's website: <https://moorecenter.org/>

If you have any further questions or need assistance, please contact The Moore Center's HIPAA Officer at [HIPAA@moorecenter.org](mailto:HIPAA@moorecenter.org) or mail: The Moore Center, 195 McGregor St, Suite 400, Manchester, NH 03102.