

Threshold Services, Inc.

Notice of Privacy Practices

THIS NOTICE DESCRIBES HOW MEDICAL INFORMATION ABOUT YOU MAY BE USED AND DISCLOSED AND HOW YOU CAN GET ACCESS TO THIS INFORMATION. PLEASE REVIEW IT CAREFULLY.

Threshold Services, Inc. is required by law to maintain the privacy of your health information and to provide you with notice of its legal duties and privacy practices with respect to your health information. If you have questions about any part of this notice or if you want more information about the privacy practices at Threshold Services, Inc. please contact:

Ms. Fern Garofalo, 1398 Lambertson Drive, Silver Spring, Maryland 20902, 301-754-1102 ext. 14

Effective Date of This Notice: May 1, 2007

I. How Threshold Services, Inc. may Use or Disclose Your Health Information

Threshold Services, Inc. collects health information from you and stores it in a chart and/or on a computer. This is your medical record. The medical record is the property of Threshold Services, Inc., but the information in the medical record belongs to you. Threshold Services, Inc. protects the privacy of your health information. Both federal and state laws (the stricter regulation has priority when federal and state statutes are different) permit Threshold Services, Inc. to use or disclose your health information for the following purposes:

1. Treatment. Threshold Services provides Residential Rehabilitation, Psychiatric Rehabilitation, and Outpatient Mental Health services. Information is gathered and disclosed to all pertinent care providers such as hospitals, doctors, therapists, housing providers, crisis services, day programs, employment services, and counselors. Physical exam may be required in order to receive services.
2. Payment. Threshold Services gathers and discloses information regarding payment and financial issues to all pertinent providers such as insurance companies, government agencies like Medicare and American Psychiatric Systems (APS), and other third party payors.
3. Regular Health Care Operations. Threshold Services gathers and discloses information regarding administrative operations such as accounting, entitlements, students, volunteers, contractors or consultants who provide services on our behalf as well as licensing and other regulatory bodies.
4. Information provided to you.
5. Notification and communication with family. We may disclose your health information to notify or assist in notifying a family member, your personal representative or another person responsible for your care about your location, your general condition or in the event of your death. If you are able and available to agree or object, we will give you the opportunity to object prior to making this notification. If you are unable or unavailable to agree or object, our health professionals will use their best judgment in communication with your family and others.
6. Required by law. As required by law, we may use and disclose your health information.
7. Public health. As required by law, we may disclose your health information to public health authorities for purposes related to: preventing or controlling disease, injury or disability; reporting child abuse or neglect; reporting domestic violence; reporting to the Food and Drug Administration problems with products and reactions to medications; and reporting disease or infection exposure.
8. Health oversight activities. We may disclose your health information to health agencies during the course of audits, investigations, inspections, licensure and other proceedings.
9. Judicial, administrative proceedings and/or Law enforcement. We may disclose your health information in the course of any administrative or judicial proceeding or to a law enforcement

official for purposes such as identifying or locating a suspect, fugitive, material witness or missing person, when complying with a court order or subpoena with concurrence from all necessary parties.

10. Deceased person information. We may disclose your health information to coroners, medical examiners and funeral directors.
11. Organ donation. We may disclose your health information to organizations involved in procuring, banking or transplanting organs and tissues if you are a registered organ donor.
12. Research. We may disclose your health information to researchers conducting research that has been approved by an Institutional Review Board or Threshold Services, Inc.'s privacy board.
13. Public safety. We may disclose your health information to appropriate persons in order to prevent or lessen a serious and imminent threat to the health or safety of a particular person or the general public.
14. Specialized government functions. We may disclose your health information for military, national security, prisoner and government benefits purposes.
15. Worker's compensation. We may disclose your health information as necessary to comply with worker's compensation laws.
16. Change of Ownership. In the event that Threshold Services, Inc. is sold or merged with another organization, your health information/record will become the property of the new owner.

II. Your Health Information Rights

- You have the right to request restrictions on certain uses and disclosures of your health information. Threshold Services, Inc. is not required to agree to the restriction that you requested.
- You have the right to receive your health information through a reasonable alternative means or at an alternative location. This means that you could request information should be sent to you at an address other than your residence or through a non-traditional means such as fax.
- You have the right to inspect and copy your health information as applicable by state and local laws. You may incur charges for copies requested.
- You have a right to request that Threshold Services, Inc. amend your health information that is incorrect or incomplete. Threshold Services, Inc. may, but is not required to change your health information and will provide you with information if Threshold Services, Inc.'s does deny and how you can disagree with the denial.
- You have a right to receive an accounting of disclosures of your health information made by Threshold Services, Inc., except that Threshold Services, Inc. does not have to account for the disclosures described in parts 1 (treatment), 2 (payment), 3 (health care operations), 4 (information provided to you), 6 (required by law) and 15 (certain government functions) of section I of this Notice of Privacy Practices.
- You have a right to a paper copy of this Notice of Privacy Practices.
- Any of these requests must be in writing and submitted to Threshold Services. You may request the appropriate form from Threshold Services personnel.
- If you would like to have a more detailed explanation of these rights or if you would like to exercise one or more of these rights, contact
- Region III Office for Civil Rights, US Department of Health and Human Services. 150 S. Independence Mall West, Suite 372, Public Ledger Building, Philadelphia, PA 19106-9111. Main Line: 215-861-4441, Hotline: 215-368-1019, Fax: 215-861-4431, TDD 215-861-4440.

III. Changes to this Notice of Privacy Practices

Threshold Services, Inc. reserves the right to amend this Notice of Privacy Practices at any time in the future. Until such amendment is made, Threshold Services, Inc. is required by law to comply with this Notice.

- When any amendments are made, Threshold Services will notify you of these changes at your next visit.

IV. Complaints

- Complaints about this Notice of Privacy Practices or how Threshold Services, Inc.'s handles your health information should be directed to:

Ms. Fern Garofalo, 1398 Lamberton Drive, Silver Spring, Maryland 20902, 301-754-1102 ext. 14

- If you are not satisfied with the manner in which this office handles a complaint, you may submit a formal complaint to:

Region III Office for Civil Rights, US Department of Health and Human Services. 150 S. Independence Mall West, Suite 372, Public Ledger Building, Philadelphia, PA 19106-9111. Main Line: 215-861-4441, Hotline: 215-368-1019, Fax: 215-861-4431, TDD 215-861-4440

Department of Health and Human Services, Office of Civil Rights, Hubert H. Humphrey Bldg., 200 Independence Avenue, S.W., Room 509F HHH Building, Washington, DC 20201

IV. Guarding Patient Privacy

- Threshold Services, Inc. considers guarding patient privacy of paramount importance and an essential part of providing quality care. All staff members will guard privacy of patient records and not discuss patient health information with anyone or leave patient information unguarded except as needed to provide appropriate treatment, payment and operations.

V. Ethical Responsibility to ensure compliance with these standards

- All Threshold Services, Inc. employees have the responsibility, individually and collectively, to ensure that the practice provides highest quality, cost effective appropriate care. Any violations of these standards should be reported to the office manager, physician representative or Privacy Officer without any fear of repercussions or reprisals.

Executive Director/CEO

Date

Privacy Officer

Date