



## Information about Confidentiality

Client confidentiality is important to CHD. All clients will be given a copy of CHD's Notice of Privacy Practices and asked to sign acknowledgement that they have received this. Client confidentiality is protected by law and suspected violations may be reported to the Office of Civil Rights. The following is a brief summary of these confidentiality practices:

1. The staff of CHD will keep client information confidential including the fact that a person is or has been a client. The following are exceptions to this policy:
  - a. CHD may disclose information with the client's written consent.
  - b. If records or CHD staff are subpoenaed to a court of law, information may be disclosed if ordered by the judge.
  - c. Client information may be discussed among CHD staff and consultants at the discretion of the treating clinician for the purpose of case consultation or coordination and for periodic case reviews.
  - d. Necessary information may be shared with medical personnel in the case of a medical emergency.
  - e. Suspected or actual incidents of child or elderly abuse (neglect, physical injury or sexual molestation) must be reported by CHD staff.
  - f. Necessary information can be released to appropriate authorities in the case of clear and immediate danger to self or others.
  - g. Information may be reviewed by qualified personnel during program evaluations or audits of CHD.
  - h. Necessary information may be released to governmental agencies to receive funding and, with the client's written consent, necessary information may be released to insurance companies or other payers to obtain payment for services.
  - i. Crimes on the premises or against CHD staff are not protected.

While there appears to be quite a few exceptions to the limits on confidentiality, in actual practice it is rare for CHD to disclose information without the client's knowledge and permission.

2. Clients have the right to inspect their records at CHD with their treatment provider present. Clients have the right to request a copy of their records and to receive it within five (5) working days. Clients are responsible for the cost of providing a copy of their records (unless unable to pay). Clients have the right to comment about their records, to have these comments included in their record and to be free from retaliation for exercising this right.
3. Clients have the right to refuse disclosure of their records to a specific person or agency. Such refusal must be specified in writing.
4. Written client records will be kept locked and computerized records will be secured by appropriate measures.
5. All clients will be asked for their preference on how to be contacted by phone and how to leave messages in a way that preserves their privacy.

Federal and state laws that govern confidentiality of your records include:

- Confidentiality of Substance Use Disorder Patient Records (Code of Federal Regulations, Title 42 Part 2)
- Health Insurance and Portability and Accountability Act of 1996 (HIPAA)
- Oregon Revised Statute 179.505