

## Your Rights Regarding Your Protected Health Information

**Right to request restrictions on uses/ disclosures:** You have the right to ask that we limit how we use or disclose your PHI. CCRA will consider your request, but is not legally bound to agree to the restriction. To the extent that we do agree to any restriction on our use/disclosure of your PHI, we will put the agreement in writing and abide by it except in emergency situations. If there is an emergency situation and you cannot be given the opportunity to request the restriction, disclosure may be made if it is consistent with any prior expressed wishes and disclosure is determined to be in your best interest. You will be informed and given an opportunity to request restrictions on further disclosures as soon as you are able to do so. CCRA cannot agree to limit uses/ disclosures that are required by law.

**Right to view and copy:** You have the right to view your PHI with your counselor/ social worker and to copy materials agreed upon by you and your counselor/social worker. Certain records prohibited from disclosure by federal law may not be copied as well as information in anticipation of a legal proceeding. Your counselor/social worker will inform you of their decision within three days of your request. If your counselor/social worker denies the request, you may request that the Executive Director review the denial. A decision will be made within thirty days and will be final and in writing.

**Right to amend:** If you believe the record of your PHI is incomplete or incorrect, you may request, in writing, that CCRA correct or add to the record. You will be notified within 60 days of our decision. You will be given an explanation in writing if the request is denied. If the request is approved, CCRA will change the PHI and inform you and any others who need to be aware of the change.

**Right to an accounting of disclosures:** You have the right to request a list of persons or organizations to which CCRA has disclosed your PHI. The request must be in CCRA, in writing, identifying the site where you received services and stating the time period for which you want the list of disclosures. CCRA will respond to you within 60 days of your written request.

**Right to choose how CCRA contacts you:** You have the right to ask that we send you information to an alternative address or by an alternative means. We must agree to your request as long as it is reasonably easy to do so.

**Right to a paper copy of this notice:** You have the right to a copy of this notice at any time. To obtain a copy, contact the Client Rights Officer.

**Right to complain about CCRA's privacy practices:** If you believe CCRA may have violated your privacy rights or you disagree with a decision we have made about your PHI, you may file a complaint with the Client Rights Officer. You will not be penalized for filing a complaint.

**Client Rights Officer:**  
Ms. Wendy Gallego-Rosche  
1119 W. Bayou Ave  
Youngstown OH 44502  
330-744-3120

## Catholic Charities Regional Agency

Serving Columbiana, Mahoning  
and Trumbull Counties

### Privacy Notice

This pamphlet describes how your Protected Health Information (PHI) may be used and disclosed and how you can get access to this information. Please review it carefully.

*Effective Date of Notice:*  
*April 14, 2003*



Catholic Charities  
Diocese of Youngstown