

NOTICE OF PRIVACY PRACTICES

Effective Date: April 14, 2003

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

A copy of this may be found in the Administrative Office of 12&12, Inc. If you have any questions about this notice, please contact the Privacy Official at (918) 664-4224, ext. 44.

WHO WILL FOLLOW THIS NOTICE

This notice describes our organization's practices and those of:

Any health care professional authorized to enter information into your medical record.

All departments and units of 12&12.

All employees, staff and other 12&12 personnel, including physicians, psychologists, and therapists who are independent contractors of 12&12.

OUR PLEDGE REGARDING MEDICAL INFORMATION

We understand that your medical information is personal, and we are committed to protecting your privacy. We create a record of the services you receive at 12&12, Inc. We need this record to provide you with quality care and to comply with certain legal requirements. This notice applies to all records of your treatment generated by 12&12, Inc.

This notice will tell you about the ways we may use and disclose your medical information. It also describes your rights, as well as obligations we have regarding the use and disclosure of medical information.

We are legally required to:

make sure that your medical information is kept private;

give you notice of our legal duties and privacy practices with respect to your medical information; and

follow the terms of the notice that is currently in effect.

HOW WE MAY USE AND DISCLOSE YOUR MEDICAL INFORMATION

The following categories describe different ways that we use and disclose medical information.

For each category of uses or disclosures, we will provide an explanation and try to give an example. Not every use or disclosure in a category will be listed. However, all of the ways we are permitted to use and disclose information will fall within one of these categories.

Routine Uses

For Treatment. We may use your medical information to provide you with medical treatment or services. We may disclose your medical information to doctors, nurses, clinicians, or other 12&12 personnel involved in your care.. For example, a doctor prescribing medicine for you would need to know other medications you are taking to prevent any medication interaction problems. Different areas of 12&12, Inc. also may share your medical information in order to coordinate the different services you need, such as lab work, prescriptions, and other testing. This would include sharing information among students of a professional training program that 12&12 sponsors.

For Payment. We may use and disclose your medical information so that your treatment and services at 12&12 may be billed and payment may be collected from you, an insurance company, or a third party. We may disclose medical information to your health plan, insurance company, HMO, or utilization review contractor to obtain prior approval or to determine whether your plan will cover a particular treatment.

For Healthcare Operations. We may use and disclose your medical information for health care operations. These uses and disclosures are necessary to run 12&12 and to make sure all of our clients receive quality care. For example, we may use medical information to review our treatment and services and to evaluate the performance of our staff in your care. We may combine medical information about many 12&12 clients to decide what additional services 12&12 should offer, what services are unnecessary, and whether certain treatments are effective. We may disclose information to doctors, nurses, clinicians, and other 12&12 personnel for educational purposes. We may combine medical information with that of other healthcare organizations to compare how we are doing and to see if we can improve our services. We will remove information that identifies you from this set of medical data so others may use it to study health care and its delivery without learning the identities of specific clients..

Appointment Reminders. We may use and disclose medical information to contact you regarding your appointment at 12&12.

Treatment Alternatives. We may use and disclose medical information to tell you about possible treatment options or alternatives that may interest you.

Health-related Benefits and Services. We may use and disclose medical information to tell you about health-related benefits or services that may interest you.

As Required by Law. We will disclose medical information about you when required to do so by federal, state, or local law. In Oklahoma, 12&12 is required to disclose records and information as necessary and appropriate to individuals or agencies that hold a contract with the Department of Mental Health and Substance Abuse Services.

To Avert a Serious Threat to Health or Safety. We may use and disclose your medical information when necessary to prevent a serious threat to your health and safety or to those of the public or another person. However, any disclosure would be only to someone able to help prevent the threat.

Special Situations

Workers' Compensation. We may release your medical information to your employer or his/her designee for Workers' Compensation or similar programs. These programs provide benefits for work-related injuries or illness.

Public Health Risks. We may disclose your medical information for public health reasons. These include:

1. To prevent or control disease, injury, or disability;
2. To report deaths;
3. To report child abuse or neglect;
4. To report reactions to medications or problems with products;
5. To notify people of product recalls;
6. To notify a person who may have been exposed to a disease or who may be at risk of contracting or spreading a disease;
7. To notify the appropriate government authority if we believe a client has been the victim of abuse or neglect.

Health Oversight Activities. We may disclose medical information to a health oversight agency for activities authorized by law. These oversight activities include, audits, investigations, inspections, and licensure. These activities are necessary for the government to monitor the health care system, government programs, and compliance with civil rights laws.

Accrediting Organizations. We may disclose medical information to an organization that 12&12 has contracted with for purposes of accreditation such as CARF, DOC, DMHSAS, the Oklahoma Health Care Authority, etc.

Lawsuits and Disputes. If you are involved in a lawsuit or a dispute, we may disclose your medical information in response to a court order.

Law Enforcement. We may release medical information if asked to do so by a law enforcement official:

1. In response to a court order, warrant, summons, or similar process;
2. To identify or locate a suspect, fugitive, material witness, or missing person;
3. Regarding a crime victim if, under certain limited circumstances, we are unable to obtain the person's agreement;
4. About a death we believe may be the result of criminal conduct;
5. About criminal conduct at the facility; and
6. In emergency circumstances to report a crime; the location of the crime or victims; or the identity, description, or location of the person who committed the crime.

Coroners, Medical Examiners, and Funeral Directors. We may release medical information to a coroner or medical examiner. This may be necessary to identify a deceased person or to

determine the cause of death. We may also release medical information about 12&12 clients to funeral directors as necessary to carry out their duties.

National Security and Intelligence Activities. We may release your medical information to authorized federal officials for intelligence, counterintelligence, and other national security activities authorized by law.

Protective Services for the President and Others. We may disclose your medical information to authorized federal officials so they may provide protection to the President and other authorized persons or foreign heads of state, or to conduct special investigations.

YOUR RIGHTS REGARDING MEDICAL INFORMATION ABOUT YOU

You have the following rights regarding medical information we maintain about you:

Right to Inspect and Copy. You may request to inspect and copy medical information that may be used to make decisions about your care. This request must be made in writing to 12&12. If you request a copy of the information, we may charge a fee for copying, mailing, or other associated supplies. The fee would follow the Oklahoma statutory rate of .25 per copied page plus postage. If the Clinical Director or Primary Counselor denies your request, you will receive a written explanation of the denial.

Right to Amend. If you feel that medical information we have about you is incorrect or incomplete, you may ask 12&12 to amend the information. You have the right to request an amendment for as long as the information is kept by 12&12.

A request for an amendment must be made in writing and submitted to 12&12's Clinical Director. In addition, you must provide a reason supporting your request.

We may deny your request for an amendment if it is not in writing or does not include a reason to support the request. In addition, we may deny your request if you ask 12&12 to amend information that:

1. Was not created by 12&12, unless the individual who created the data is no longer available to make the amendment;
2. Is not part of the medical information kept by 12&12;
3. Is not part of the information that you would be permitted to inspect and copy; or
4. Is accurate and complete.

Right to an Accounting of Disclosures. You have the right to request an Accounting of Disclosures. This is a list of the disclosures we made of medical information about you.

To request an Accounting of Disclosures, you must submit a written request to 12&12. Your request must state a time period, which may not be longer than six years and may not include dates before April 14, 2003. The first list you request within a 12-month period will be free. For additional lists, we may charge you for the cost of providing the list. We will notify you of the cost involved, and you may choose to withdraw or modify your request before any costs are incurred.

Right to Request Restrictions. You have the right to request a restriction on the medical information we use or disclose about you for treatment, payment, or health care operations. You also have the right to request a limit on the medical information we disclose about you to someone involved in your care or the payment for your care, such as a family member or friend.

We are not required to agree to your request. If we do agree, we will comply with your request unless the information is needed to provide you emergency treatment.

To request restrictions, you must submit your written request to 12&12. Your request must outline: what information you want to limit; whether you want to limit our use, disclosure, or both; and to whom you want the limits to apply, i.e. disclosures to your spouse.

Right to Request Confidential Communications. You have the right to request that we communicate with you about medical matters in a certain way or at a certain location. For example, you can ask that we only contact you at work or by mail.

To request confidential communication, submit your written request in to 12&12. We will not inquire about the reason for your request. We will accommodate all reasonable requests. Your request must specify how or where you wish to be contacted.

Right to a Paper Copy of This Notice. You have the right to a paper copy of this notice. You may ask 12&12 to give you a copy of this notice at any time. To obtain a paper copy of this notice, please contact the administrative office of any 12&12 facility.

CHANGES TO THIS NOTICE

We reserve the right to change this notice. We reserve the right to make the revised notice effective for medical information we already have about you and for information we receive in the future. We will post a copy of the current notice in the administrative office of each facility. The notice will contain the effective date. In addition, each time you are admitted to the 12&12 for treatment or health care services, we will offer you a copy of the current notice in effect.

COMPLAINTS

If you believe your privacy rights have been violated, you may file a complaint with 12&12 or with the Secretary of the Department of Health and Human Services. To file a complaint with 12&12, contact the Privacy Official at (918) 664-4224, ext. 44. All complaints must be submitted in writing. You will not be penalized for filing a complaint.

OTHER USES OF MEDICAL INFORMATION

Other uses and disclosures of medical information not covered by this notice or by laws that apply to its use will be made only with your written permission. If you provide 12&12 permission to use or disclose your medical information, you may revoke that permission, in writing, at any time. If you revoke your permission, we will no longer use or disclose your medical information for the reasons covered by your written authorization. You understand that we are unable to retrieve any disclosures already made with your permission, and we are required to retain our records of your care at 12&12.