

## Notice to Clients of TASC's Privacy Practices

*THIS NOTICE DESCRIBES HOW TASC MAY USE MEDICAL AND DRUG AND ALCOHOL DATA ABOUT YOU. IT EXPLAINS HOW YOU CAN REVIEW YOUR OWN MEDICAL AND DRUG AND ALCOHOL FILES.*

*PLEASE REVIEW THIS NOTICE OF TASC'S PRIVACY RULES CAREFULLY.*

### General Information

Two laws protect information about your care. These are the **Health Insurance Portability and Accountability Act or "HIPAA" (42 U.S.C. 1320d and 45 C.F.R. Parts 160 and 164)** and **Federal Confidentiality Law (42 U.S.C. 290dd-2 and 42 C.F.R. Part 2)**. Protected information includes payments for health care.

TASC must have your written consent before it can share details about you for payment purposes. Generally, TASC must also have your written consent before it can share details for treatment purposes or for its own program. **These laws do allow TASC to give data about you without your written permission for these reasons:**

- With a business partner of TASC that has given a written promise to protect your personal data.
- When data is used for research, an audit, or an evaluation.
- When data is used to report a crime committed at TASC or against TASC staff.
- When data is given in a medical emergency.
- When data is provided to report child abuse or neglect.
- When release is allowed by a Court Order.

Before TASC can use data about your health in any other case, we must have your written consent to allow this. You may revoke any such consent in writing.

### Your Rights As A Client

You have important rights **under the HIPAA laws**. They are:

- You have the right to ask for limits on certain uses for your health data.  
(TASC can choose not to agree to any limits you request. If it does agree then it must keep that promise and may not use any data which you have asked to be limited, except in an emergency.)
- You have the right to ask that TASC contact with you in a way or at a place you choose.  
(TASC will try to honor any reasonable requests, and we will not ask you to explain why.)
- You have the right to review and copy your own health data in TASC's file.  
(This does not include data that contains mental health notes or data that is to be used in a court process.)
- You have the right to ask for changes to the health care data in TASC's files.  
(You may ask for changes when you think something is wrong or missing. TASC does not have to agree to the changes.)
- You have the right to ask for and receive a listing of certain releases that TASC has made of your health care data.  
(You may ask for this listing only for data collected after April 14, 2003.)

TASC, Inc. is a statewide, independent, not-for-profit agency that provides clinical case management and other services to men, women and adolescents with a variety of social and health-related needs.

Administrative Offices  
700 S. Clinton St.  
Chicago, IL 60607  
tel: (312) 787-0208  
fax: (312) 787-9663  
[www.tasc.org](http://www.tasc.org)

### **Your Rights As A Client (continued)**

- You have the right to a paper copy of this notice.

(This paper is TASC's formal notice of its privacy practices for clients.)

### **TASC's Responsibilities for Protecting Your Privacy**

TASC is required by law to protect your health data and to explain to you its legal duties and privacy rules.

TASC is required by law to follow the terms of this notice. TASC can change the terms of this notice and make new rules for all of the protected health data it has. All clients will be told of any changes to TASC's privacy rules.

### **Complaints and Reporting Violations**

You may complain to TASC and the United States government (the Department of Health and Human Services) if you believe that your rights have been violated under the HIPAA laws. You will not be punished for filing such a complaint.

**If you believe we have violated your rights, you may complain in writing** by asking for a TASC Grievance form and completing the necessary information. Mail the TASC Grievance Form to:

**TASC Director of Quality  
Improvement and Compliance  
700 S Clinton St.  
Chicago, IL 60607**

The TASC Privacy Officer will be promptly notified of your complaint. If you are not provided a TASC Grievance Form, then contact the TASC Quality Improvement and Compliance Department at the same address or call 312-787-0208. You can also contact TASC via our website at [www.tasc.org](http://www.tasc.org).

### **Effective Date**

This notice of TASC's privacy practices is effective April 14, 2003.