

**Central Michigan University**  
**SUMMARY NOTICE OF PRIVACY PRACTICES**

*This is a summary of Central Michigan University's Notice of Privacy Practices (NPP) and describes how CMU may use and disclose protected health information (PHI) and how you can access this information. Please review this information carefully.*

**USES AND DISCLOSURES**

**Examples of Uses and Disclosures for Treatment**

*Authorization Not Required*

- We may consult with other health care providers who request PHI in connection with your diagnosis and treatment.
- We may consult with other health care providers to coordinate and manage your health care.
- If you are referred to a physician, psychologist, or a new health care provider, we may disclose PHI to the new provider relating to your diagnosis and treatment.
- We may disclose PHI when you need a prescription such as lab work, an x-ray, or other health care services from an outside organization.

**Examples of Uses and Disclosures to Obtain Payment**

*Authorization Not Required*

- We may use and disclose your PHI to 1) submit a claim with your name, birth date, address, insurance or social security number, diagnoses, and procedures performed to your health plan for payment; 2) submit PHI for coordination of benefit purposes; 3) respond to inquiries for purposes of obtaining payment.
- We may disclose PHI to other health care providers in connection with coordination of benefits or insurance eligibility.

**Examples of Uses and Disclosures for Operations**

*Authorization Not Required*

- We may mail you reminders of upcoming appointments.
- We may leave telephone messages asking that you return our call or reminding you of an appointment.
- We may use and disclose your PHI to audit billing processes and evaluate the quality of our services.
- We may share PHI with organizations that assess the quality of care that we provide, e.g., accreditation agencies.
- We may provide PHI to students as part of their training and educational programs.
- We may communicate with you about your treatment alternatives or other health related benefits and services.
- We may use your PHI to market our clinic services and goods, e.g.: to tell you about available therapy programs, hearing aids or rehabilitative programs. Other communications that are considered marketing require your authorization.
- We may use your PHI to file reports required by law, e.g. when abuse or neglect is suspected, when subpoenaed.
- We may use your PHI if you pose a danger to yourself and/or others.

**YOUR RIGHTS**

**You have the following rights regarding your PHI, and CMU must generally act on your request within 60 days:**

- You may request restrictions on certain uses and disclosures of PHI, but we are not required to agree to a requested restriction.
- You may restrict disclosures of PHI to a health plan with respect to healthcare for which you have paid out of pocket in full.
- You may request access to PHI in alternative communication format and/or location.
- You may request that you receive confidential communications of PHI.
- You may request to inspect and/or request a copy of your own PHI.
- You may request that your records be amended.
- You may request a copy of our Notice of Privacy Practices on paper or in an alternative format, e.g., electronic.
- You may revoke an authorization, except to the extent that we have taken action on it.

**OUR RESPONSIBILITIES**

- The law requires us to maintain the privacy and security of PHI.
- The law requires that we provide individuals with notice of our privacy practices.
- The law requires that we notify affected individuals of any breach of unsecured PHI.
- The law requires that we abide by the terms of the Notice of Privacy Practices and provide notice of revisions.

**QUESTIONS/CONCERNS**

For more information, or a copy of the entire Notice of Privacy Practices, contact the clinic you receive services through or contact Central Michigan University's HIPAA Privacy Officer, Office of HIPAA Compliance, Central Michigan University, Mount Pleasant, MI 48859, (989) 774-2829

**COMPLAINTS**

If you believe your privacy rights have been violated, you may submit a complaint in writing to: Central Michigan University HIPAA Privacy Officer, Office of HIPAA Compliance, Central Michigan University, Mount Pleasant, MI 48859, (989) 774-2829, or to the U.S. Department of Health and Human Services. No one will retaliate against you for filing a complaint.