THE EFFECTIVE DATE OF THIS NOTICE IS July 1, 2025

THIS NOTICE DESCRIBES HOW MEDICAL INFORMATION ABOUT YOU MAY BE USED AND DISCLOSED AND HOW YOU CAN GET ACCESS TO THIS INFORMATION. **PLEASE REVIEW IT CAREFULLY.**

THIS NOTICE GIVES YOU INFORMATION REQUIRED BY LAW about the duties and privacy practices of Josselyn to protect the privacy of your personal health information.

When JOSSELYN provides you with mental health services, JOSSELYN receives and maintains your personal health information. JOSSELYN may also receive and maintain financial and billing information about you. JOSSELYN may contract with companies or individuals to help JOSSELYN provide these services to you. These contractors may also receive and maintain your personal information. JOSSELYN will use and share only the minimum necessary health information that our personnel and contractors need to do their jobs. JOSSELYN and its contractors are required by law to maintain the privacy of protected health information, and to provide you with notice of JOSSELYN's legal duties and privacy practices with respect to your protected health information. JOSSELYN is also required by law to notify affected individuals of a breach of unsecured protected health information.

This Notice describes how JOSSELYN may use and disclose your information. It also describes your rights and JOSSELYN's legal obligation with respect to your information. JOSSELYN is required to follow the terms of this Notice until the Notice is replaced. JOSSELYN reserves the right to change the terms of this Notice at any time. If JOSSELYN makes changes to this Notice, the new notice will be available in JOSSELYN offices, upon request, and on our website: www.josselyn.org
Any changes to our practices will apply to all your personal health information maintained by JOSSELYN.

How JOSSELYN May Use and Disclose Your Health Information. JOSSELYN may share your information without your authorization in the following ways:

Treatment Purposes. JOSSELYN can use your health information and share it with other professionals who are treating you. *For example*, JOSSELYN may disclose your personal health information to your doctor, at the doctor's request, for treatment by your doctor.

Payment. JOSSELYN can use and share your information for payment purposes. *For example*, JOSSELYN may use or disclose your personal health information to provide eligibility information to your doctor when you receive treatment, to pay for claims for covered health care services, or to recover costs from other medical insurance or probate estates.

Health Care Operations. JOSSELYN can use and share your health information for JOSSELYN operations, improve your care, and contact you when necessary. *For example*: JOSSELYN or its contractors may use or disclose your personal health information (1) to conduct quality assessment and improvement activities: (2) to review applications for services; (3) to engage in care coordination or case management; (4) to manage, plan or develop JOSSELYN's services and budget; (5) to coordinate services with another public benefit program; (6) to create or provide individualized service or treatment plans; or (7) to cooperate with state and federal auditors;

Health Services. JOSSELYN or its contractors may contact you to remind you of appointments or to give you information about treatment alternatives or other health-related benefits and services that may be helpful to you or your family. JOSSELYN is also allowed or required to share your information in other ways, such as for public health and research. JOSSELYN must meet the conditions in the law before it can share your information for these purposes.

Public Health and Safety Issues. JOSSELYN can share health information about you with public health authorities for public health activities such as: preventing or controlling disease, injury or disability; keeping vital records; avoiding a serious threat to health or safety of a person or the public; and reporting suspected abuse, neglect, or domestic violence to governmental or social services agencies. JOSSELYN can also share your health information with a governmental agency authorized to oversee government health care programs.

Research. JOSSELYN can use or share your information for health research in limited circumstances where the information will be protected by the researchers.

As Required by Law. JOSSELYN will share information about you if state or federal laws require it, including with the federal Department of Health and Human Services for a compliance review or complaint investigation or with a personal representative appointed by you or designated by law.

Organ and Tissue Donations. In limited circumstances, JOSSELYN can share health information about you to an organ procurement organization.

Medical Examiner and Funeral Director. JOSSELYN can share health information about you with a coroner, medical examiner, or funeral director to identify a deceased person or to arrange payment benefits

Workers' Compensation, Law Enforcement and other Government Requests. JOSSELYN can use or share information about you:

- For workers' compensation claims
- To a law enforcement official or correctional institution for law enforcement and health and safety purposes
- For special government functions such as military, national security, and presidential protective services.

Lawsuits and Legal Actions. JOSSELYN can share health information about you in response to a court or administrative order, or in response to a subpoena.

Other Agencies. JOSSELYN can share your information with another agency administering a government program providing public benefits, with respect to eligibility or enrollment information, and to better coordinate, administer, and manage government programs.

JOSSELYN follows the federal Health Insurance Portability and Accountability Act of 1996, known as HIPAA. JOSSELYN also follows any federal or state law that gives greater privacy protections than HIPAA. For example, JOSSELYN follows the Illinois Mental Health and Developmental Disabilities Confidentiality Act concerning mental health records, 740 ILCS 110; the Illinois Personal Information Protection Act which protects -“personal information"- that is not otherwise lawfully made available to the general public from federal, State, or local government records, 815 ILCS 530; the federal Confidentiality of Alcohol and Drug Abuse Patient Records Act concerning the disclosure of drug or alcohol information, 42 U.S.C §290dd-2; 42 CFR Part 2; and the federal Family Educational Rights and Privacy Act concerning the privacy of education records, 20 U.S.C. §1232g; 34 CFR Part 99; 34 CFR Part 99.

Our Responsibilities.

- JOSSELYN is required by law to maintain the privacy and security of your protected health information.
- JOSSELYN will notify you as required by law when there is a breach of your unsecured protected health information. In some circumstances, JOSSELYN's business associate may provide the notification to you.
- JOSSELYN may use e-mail to inform you of a breach if you have provided JOSSELYN with a current e-mail address. JOSSELYN may also notify you through other methods if appropriate.
- JOSSELYN must follow the duties and privacy practices described in this Notice and give you a copy.
- JOSSELYN will not use or share your information for any purposes not described in this Notice without your written permission. If you do authorize DHS to use or disclose your health information, in most cases, you may revoke your written authorization at any time. Your revocation will be effective from the date JOSSELYN receives the revocation. (Authorization and Revocation forms are available on JOSSELYN's website and at Illinois Department of Human Services facilities or offices.)

Your Rights. This section explains your rights and some of JOSSELYN's responsibilities with respect to your health information.

- **Obtain a Copy of Your Medical Records.** You can ask JOSSELYN to see or send you a paper or electronic copy of your medical records and other health information. JOSSELYN will provide you with a copy or summary of your health information. However, safety or other legal reasons may limit the information you may see. JOSSELYN may charge you a reasonable, cost- based fee for copies requested.

- **Correct Your Medical Records.** You can ask JOSSELYN to correct health information about you that you think is incorrect or incomplete. JOSSELYN may not make the changes or additions if in JOSSELYN's opinion the information is already accurate or complete, or for other reasons. If JOSSELYN does not agree to change your information, JOSSELYN will provide you with a written explanation within 60 days. Any request you make to change your information, and JOSSELYN's response, will be noted in your file.

- **Communicate Confidentially.** You can ask in writing that JOSSELYN communicate with you by a reasonable alternative means or at a reasonable alternative location. For example, you may request that JOSSELYN communicate with you by e-mail rather than by telephone, through a translator, or at home instead of the office. JOSSELYN will agree to all reasonable requests.

- **Restrict the Uses and Disclosure of Your Health Information.** You can ask JOSSELYN not to use or share certain health information for treatment, payment or certain JOSSELYN's operations. Your request must be in writing and tell JOSSELYN what restrictions you want. JOSSELYN will consider your request but is not required to agree to it, and JOSSELYN may say “no” if it would affect your care. If you pay for a service or health care item out-of-pocket in full, you can ask JOSSELYN to not share that information for the purpose of payment or JOSSELYN operations with your health insurer. JOSSELYN will agree unless a law requires JOSSELYN to share that information.

- **List of Persons who Received Your Health Information.** You may ask JOSSELYN for a list of the times JOSSELYN shared your information with others in the six years prior to the date of your request, who JOSSELYN shared the information with, and why the information was shared. You must make your request in writing. The law does not require JOSSELYN to list every situation in which JOSSELYN shared your information. For example, JOSSELYN does not have to list the times where it shared your information for treatment, payment, or health care operations, or when JOSSELYN shared your information pursuant to an authorization signed by you or your representative. JOSSELYN will provide you with one accounting a year for free, but will charge you a reasonable, cost-based fee if you request another accounting within 12 months.

- **Request a Copy of this Privacy Notice.** You are entitled to a paper copy of this Notice at any time, even if you have agreed to receive the Notice electronically. An electronic version of this Notice of Privacy Practices is also available on the JOSSELYN website: www.Josselyn.org

- **Choose Someone to Act on Your Behalf.** You may give someone a medical power of attorney or a legal guardian may be appointed for you to exercise your rights and make choices about your health. Before JOSSELYN takes any action, JOSSELYN will confirm the person has this authority and can act on your behalf.

- **File a Complaint**. If you believe your privacy rights have been violated by JOSSELYN, you have the right to complain to JOSSELYN or to the Secretary of the U.S. Department of Health and Human Services. You may file a complaint with the Local DHS Privacy Officer, within 180 days of the suspected violation, at the address where you receive services or the address on any attachment that maybe provided to you with this form. You also may file a complaint with the United States Department of Health and Human Services, Office for Civil Rights by sending a letter to 200 Independence Avenue, S.W., Washington, D.C. 20201; or calling 1-877-696-6775, or visiting; https://www.hhs.gov/hipaa/filing-a-complaint/what-to-expect/index.html

JOSSELYN will not retaliate against you for filing a complaint with either JOSSELYN or with the U.S. Department of Health and Human Services.

Your Choices. For certain health information, you can inform JOSSELYN about what JOSSELYN may and may not share. If you clearly express your choice, JOSSELYN will follow your instructions.

- You may choose to tell JOSSELYN to share information with your family, close friends, or others involved in your care or the payment of your health care. If you are not able to tell us your preference, for example, if you are unconscious, JOSSELYN may share your information if JOSSELYN believes it is in your best interest. JOSSELYN may also share your information to lessen a serious or imminent threat to your health or safety.

- In most situations, JOSSELYN will never share your psychotherapy notes unless you give JOSSELYN written permission

- While JOSSELYN, as a non-profit organization, engages in fundraising and marketing campaigns. JOSSELYN must obtain your authorization before using any PHI, and JOSSELYN must give you the authority to opt out of receiving any fundraising or marketing communication from JOSSELYN.

Privacy Officer. To request additional copies of this Notice or to receive more information about JOSSELYN's privacy practices or your rights, please get in touch with JOSSELYN's Chief Privacy Officer at the following address:

Chief Privacy Officer
1135 Skokie Blvd
Northbrook, IL 60062
Voice: 224-290-1404
Email: compliance@josselyn.org