

PRIVACY PRACTICES DISCLOSURE

This disclosure describes how personal information about you given to this center may be disclosed and how you can access this information. PLEASE REVIEW IT CAREFULLY.

This center is a medical care provider that does not engage in any transactions covered under the federal Health Insurance Portability and Accountability Act (HIPAA). This center abides by all applicable medical privacy and licensing laws of the State of Michigan. The privacy practices described in this notice are voluntarily undertaken and ARE NOT INTENDED TO CREATE ANY CONTRACTUAL OR LEGAL RIGHTS ON BEHALF OF CLIENTS. We reserve the right to modify our privacy practices and this notice at any time. The most recent copy of this disclosure is available upon request or may be downloaded from our website: optionswomenscarecenter.org

1. Safeguarding Your Personal Information

Individually identifiable information about your past, present, or future personal information is considered private and confidential information. We will extend certain protections to your personal information and any other identifying information you provide, including your date of birth, home address, telephone number, relationship with this organization, presenting concerns, or services received. This disclosure explains how, when, and why we may use or disclose your personal information. Except in specified circumstances, we will only use or disclose the minimum necessary personal information to accomplish the intended purpose of the use or disclosure.

2. How We May Use and Disclose Your Personal Information

We use and disclose personal information for a variety of reasons. We may use and/or disclose your personal information internally for purposes of managing your case. For uses beyond that, we will obtain your written authorization. The following offers more description and some examples of the potential uses and disclosures of your personal information:

- **Uses and Disclosures Relating to Care and Operations.** We restrict access to your personal information to personnel involved in providing your care, other personnel involved in providing care and services to you, and external personnel who perform services ancillary to your care. We maintain physical, electronic, and procedural safeguards that restrict access to your personal information. Also, we may use and/or disclose your personal information as may be reasonably necessary while operating this facility, including to assess quality and improve services.
- **Uses and Disclosures for Which Special Authorization Will Be Sought.** For uses beyond operational purposes, we will seek to obtain your authorization before disclosing your personal information. However, disclosure of your personal information may be made without your consent or authorization when required by law, when necessary to avert a threat of harm to you or a third person, or when other circumstances may require or reasonably warrant such disclosure.

3. How You May Have Access to Your Personal Information.

The following is a description of the steps you may take to access or to otherwise control disposition of your personal information:

- **To request restrictions on uses/disclosures:** You may ask that we limit how we use or disclose your personal information. We will consider your request, but we are not legally bound to agree to the restriction. To the extent that we do agree to such restrictions, we will abide by such restrictions except in emergency situations. We cannot agree to limit uses/disclosures that are required by law. *Options Women's Care Center and its personnel hold a religious and/or moral objection to abortion. Therefore, in accordance with our constitutionally protected Right of Conscience, we do not send personal information directly to abortion providers, even upon request.*
- **To choose how we contact you:** You may ask that we send you information at an alternative address or by alternative means. We will agree to your request so long as it is reasonably easy for us to do so.
- **To inspect and copy your personal information:** You will be permitted to inspect your personal information and/or obtain a copy upon written request. We will respond to your request within 30 days. A reasonable fee for copies in excess of 10 pages may be charged.
- **To receive this notice:** You may receive a paper or electronic copy of this notice upon request.

4. If your personal information is compromised

If your personal information is acquired, used, or disclosed in a manner that is not permitted under this disclosure, we will provide appropriate notice of such compromise without unreasonable delay and in no case later than 30 days after the discovery of the compromise. We may delegate this responsibility to a subcontractor. However, you will be responsible for taking any additional steps you deem necessary to protect your identity and security.

5. Contacting the Privacy Information Officer

To request any information or submit any request regarding your personal information described in #3 above, or to express concerns about our privacy practices if you believe your privacy has been compromised, please contact:

Nurse Manager: nurse@bestoptions.org, 1275 Peck St, Muskegon, MI 49441

6. **Acknowledgement:** I have received and reviewed a copy of this Notice:

Printed Name

Signature

Date