



I'm In Transition Recovery

1496 South Green rd.

South Euclid, OH 44121

216-389-7413

Contactus@iitmin.com

WWW.Imintransition.org

NOTICE OF PRIVACY PRACTICES FOR PROTECTED HEALTH INFORMATION

Effective Date: 11/15/2023

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.

I'm In Transition Recovery is dedicated to maintaining the privacy and integrity of your protected health information (PHI). PHI is information about you, including demographic data, that can identify you and relates to your past, present, or future physical or mental health condition and related healthcare services. This Notice of Privacy Practices ("Notice") explains how we may use and disclose your PHI in accordance with applicable law, including the Health Insurance Portability and Accountability Act (HIPAA), regulations promulgated under HIPAA including the HIPAA Privacy and Security Rules, and our duties to protect your PHI.

Uses and Disclosures of Protected Health Information

Your PHI may be used and disclosed by our staff and others outside of our office that are involved in your care and treatment for the purpose of providing health care services to you. These uses and disclosures are necessary for your treatment, the payment of your healthcare bills, and to support the operations of the facility. Examples include, but are not limited to, a hospital requiring information regarding a patient for treatment, or legal requirements such as reporting adverse reactions to medications. Please review carefully before agreeing to this policy.

This policy applies to IIT's physical location(s), its website, and cloud computing platforms; <https://imintransition.org/> and secure patient portal or any of our mobile devices or applications used for services.

By using our website, patient portal or mobile applications used for services you are consenting to the terms of this policy. Please do not use the <https://imintransition.org/> website, patient portal or any of our mobile applications or devices used for services if you do not agree to the terms of this policy.

How We Collect Information About You

I'm In Transition. (IIT) and its employees and volunteers collect data through a variety of means including but not necessarily limited to letters, phone calls, emails, voicemails, and from the submission of applications that are either required by law or necessary to process applications or other requests for assistance through our organization. In using and disclosing your protected health information (PHI), it is our objective to follow the Privacy Standards of the Federal Health Insurance Portability and Accountability Act (HIPAA) and requirements of Ohio law.

Device ID numbers may be saved when you interact with our website and patient portal.

PHI may also be collected for appointment reminders or to provide the client with beneficial services that may be of interest to the client. Please note that email is not a secure method of communication and we do not recommend this as a secure method of communication without encryption.

The list above may not be an all-inclusive list of data collection and it may change as our business practices change. We have to have certain information to run our business as part of your treatment.

What We Do Not Do with Your Information:

Information about your financial situation and medical conditions and care that you provide to us in writing, via email, on the phone (including information left on voicemails), contained in or attached to applications, or directly or indirectly given to us, is held in strictest confidence.

We do not give out, exchange, barter, rent, sell, lend, or disseminate any information about applicants or clients who apply for or actually receive our services that are considered patient confidential, restricted by law, or specifically restricted by a patient/client in a signed HIPAA consent form.

How We Do Use Your Information:

Information is only used as is reasonably necessary to process your application or to provide you with health or counseling services which may require communication between IIT and health care providers, medical product or service providers, pharmacies, insurance companies, and other providers necessary to verify your medical information is accurate and determine the type of medical supplies or health care services you need. This is including, but not limited to, or to obtain or purchase any type of medical supplies, devices, medications, or insurance.

If you apply or attempt to apply to receive assistance through us and provide information with the intent or purpose of fraud or that results in either an actual crime of fraud for any reason including willful or un-willful acts of negligence whether intended or not, or in any way demonstrates or indicates attempted fraud, your non-medical information can be given to legal authorities including police, investigators, courts, and/or attorneys or other legal professionals, as well as any other information as permitted by law.

Information We Do Not Collect:

We do not use cookies on our website to collect data from our site visitors. We do not collect information about site visitors except for one hit counter on the main index page (www.Imintransition.org) that simply records the number of visitors and no other data. We do use some affiliate programs that may or may not capture traffic data through our site. To avoid potential data capture that you visited a rehabilitation website simply do not click on any of our outside affiliate links.

Limited Right to Use Non-Identifying Personal Information from Biographies, Letters, Notes, and Other Sources:

Any pictures, stories, letters, biographies, correspondence, or thank you notes sent to us become the exclusive property of IIT. We reserve the right to use non-identifying information about our clients (those who receive services or goods from or through us) for fundraising and promotional purposes that are directly related to our mission.

Clients will not be compensated for use of this information and no identifying information (photos, addresses, phone numbers, contact information, last names or uniquely identifiable names) will be used without the client's express advance permission.

You may specifically request that NO information be used whatsoever for promotional purposes, but you must identify any requested restrictions in writing. We respect your right to privacy and assure you no identifying information or photos that you send to us will ever be publicly used without your direct or indirect consent.

Individual Rights

You have certain rights under the federal privacy standards. These include:

- The right to request restrictions on the use and disclosure of your PHI
- The right to receive confidential communications concerning your medical condition and treatment
- The right to inspect and copy your PHI
- The right to amend or submit corrections to your PHI
- The right to receive an accounting of how and to whom your PHI has been disclosed
- The right to receive a printed copy of this notice

I'm In Transition Recovery's Duties

We are required by law to maintain the privacy of your PHI and to provide you with this Notice of our legal duties and privacy practices. We reserve the right to change the terms of our Notice and to make

the new Notice provisions effective for all PHI that we maintain. You can always request a copy of our most current Notice at any time.

Complaints

If you believe your privacy rights have been violated, you may file a complaint with us by contacting our Privacy Officer at [Privacy Officer's contact information]. You also have the right to file a complaint with the Secretary of the U.S. Department of Health and Human Services. All complaints must be submitted in writing. You will not be penalized for filing a complaint.

Contact Person

Our contact person for all questions, requests, or for further information related to the privacy of your PHI is:

Privacy Officer: Tora Williams

Telephone: 216-389-7413

Address: 1496 South Green rd. South Euclid, Ohio 44121

Email: Contactus@iitmin.com

This Notice is effective as of 11/15/2023 and we are required to abide by the terms of the Notice of Privacy Practices currently in effect. We will notify you if we make any significant changes to how we handle your protected health information.