



Notice of Health Information Privacy Practices 7/04

Please note the following highlights from the attached Health Information Privacy Practice Notice for Aspire of Western New York:

- **Aspire's commitment to your privacy** – All people who work for Aspire are committed to protecting your privacy and that of your clinical record.
- **Information to be protected** – All information Aspire creates or information that relates to your health or care and treatment is considered Protected Health Information (PHI) and is protected by Aspire's Privacy Policy. Only the least amount of PHI necessary to provide services will be shared with authorized staff/agents.

How Aspire Uses and Discloses Health Care Information:

- ❖ **Treatment** Aspire will use your health/clinical information to provide you with treatment and services. For example, involved staff may discuss your health/clinical information to develop and carry out your individualized service plan (ISP). We may also need to disclose your health/clinical information to your service coordinator and other providers outside of Aspire who are responsible for providing you with the services identified in your ISP or to obtain new services for you.
- ❖ **Payment** Aspire will use your health/clinical information so that we can bill and collect payment from you, a third party, an insurance company, Medicare or Medicaid or other government agencies. For example, we may need to provide the NYS Department of Health (Medicaid) with information about the services you received in our facility or through one of our HCBS waiver programs so they will pay us for the services.
- ❖ **Health Care Operations** Aspire will use health/clinical information for administrative operations. These uses and disclosures are necessary to operate Aspire programs and to make sure you receive appropriate, quality care. For example, we may use health/clinical information for quality improvement to review our treatment and services and to evaluate the performance of our staff in caring for you or to resolve complaints or objections to your services. We may also disclose health/clinical information to our business associates who need access to the information to perform administrative or professional services on our behalf.

**FOR A FULL COPY OF ASPIRE'S PRIVACY NOTICE,
PLEASE CONTACT THE PRIVACY OFFICER AT 716-505-5671.**

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