



Tea for Two Co-Occurring Services LLC

Notice of Privacy Practices

This notice describes how medical or other personally identifying information about you may be used and disclosed, and how you can get access to this information.

Tea for Two Co-Occurring Services LLC (Tea for Two) is required by law to maintain the privacy of your health services information, and to provide you with a notice of our privacy practices. While required to abide by the terms of the notice that is currently in effect, Tea for Two reserves the right to change our privacy practices at any time. If Tea for Two privacy practices change, we will provide you with a revised notice

Use of Your Information

Tea for Two may use your information for treatment, payment and health service operations. For example:

Your information may be used to develop a treatment plan, meet needs identified by your planning team, or to coordinate referrals to another service provider. Tea for Two may share information about you within the agency, on a need to know only basis, for the purposes of assuring the best possible service.

Portions of your information may be submitted to your insurance carrier or third-party payer to secure payment on your behalf.

Your information may be used in the course of treatment, payment and health service operations, such as for quality assurance, evaluation, training, or audit activities.

Business associates performing services on Tea for Two behalf related to treatment, payment and provision of health service operations may also have access to your information solely for the purpose of providing such services, provided that the business associate has agreed in writing to maintain the confidentiality of such information.

Tea for Two may disclose information without your authorization as permitted or required by applicable law, including any of the following: to make any required reports of abuse or neglect; to report serious threats of harm to self or others; for research purposes; in the event of your death to a medical examiner; to avert a serious threat to health and safety; for workers' compensation purposes; to supply information required by federal state or local law or by a law enforcement official; to comply with public health statutes and rules; to comply with health oversight activities by government agencies (for example, licensure); or to comply with a court order, government subpoena, or other lawful process.

Tea for Two may use your information to contact you for appointment reminders, or to provide information about treatment alternatives or other health service alternatives. Except as described above, Tea for Two will not disclose your information, except with your written authorization. You may revoke your authorization at any time by giving written notice of revocation to an Association representative.

Tea for Two keeps the records of clients who are children for seven years following the client's eighteenth birthday. We keep other client records for seven years after the end of services.

Your Rights

You have the right to request restrictions on the use of your information. However, Tea for Two is not required to agree to a requested restriction, and it is our policy not to agree to such restrictions unless we determine, in our sole discretion, that a compelling reason exists to do so.

You have the right to receive communications from Tea for Two in a confidential manner. If you would like us to use another address or telephone number to contact you, you must submit your request in writing.

You have the right to receive a description of disclosures of your treatment, payment and health service information that you have not authorized. To receive such a description, please contact a Tea for Two representative at the address given below.

You have the right to inspect and copy your information. If you wish to do so, you will be provided an opportunity to inspect your information within 30 days of receipt of your written request. You may be charged reasonable costs of copying your information, or of preparing any summaries that you request.

You have the right to amend your health service information. If you wish to do so, please submit the proposed amendment in writing to Tea for Two at the address given below.

You have a right to a copy of this Notice of Privacy Practices at any time.

You have the right to complain to Tea for Two and to the Secretary of the U.S. Department of Health and Human Services if you believe your privacy rights have been violated. To file a complaint, please contact Tea for Two as set forth in this notice. Nobody is permitted to retaliate against you for filing a complaint.

9 N. River Rd. PMB 324, Auburn ME. 04210
Telephone: 207-204-3250