



## NOTICE OF PRIVACY PRACTICES of Yellowstone Boys and Girls Ranch (YBGR)

Notice of Privacy Practices of Yellowstone Boys and Girls Ranch (YBGR)

This notice describes: • HOW HEALTH INFORMATION ABOUT YOU MAY BE USED AND DISCLOSED • YOUR RIGHTS WITH RESPECT TO YOUR HEALTH INFORMATION • HOW TO FILE A COMPLAINT CONCERNING A VIOLATION OF THE PRIVACY OR SECURITY OF YOUR HEALTH INFORMATION, OR OF YOUR RIGHTS CONCERNING YOUR INFORMATION. YOU HAVE A RIGHT TO A COPY OF THIS NOTICE (IN PAPER OR ELECTRONIC FORM) AND TO DISCUSS IT WITH YBGR PRIVACY OFFICER AT 406-655-2100 IF YOU HAVE ANY QUESTIONS. **Effective Date: February 16, 2026**

### Your Rights

**When it comes to your health information, you have certain rights.** This section explains your rights and some of our responsibilities to help you. You have the right to:

- **Get an electronic or paper copy of your medical record**
  - You can ask to see or get an electronic or paper copy of your medical record and other health information.
  - We will provide a copy or a summary of your health information, usually within 30 days of your request. We may charge a reasonable, cost-based fee.
- **Ask us to correct your medical record**
  - You can ask us to correct health information about you that you think is incorrect or incomplete.
  - We may say "no" to all or part of your request, but we'll tell you why in writing within 60 days.
- **Request confidential communication**
  - You can ask us to contact you in a specific way (for example, home or office phone) or to send mail to a different address.
  - We will say "yes" to all reasonable requests.
- **Ask us to limit what we use or share**
  - You can ask us not to use or share certain health information for treatment, payment, or our operations. We are not required to agree to your request, and we 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 us not to share that information for the purpose of payment or our operations with your health insurer. We will say "yes" unless a law requires us to share.
- **Get a list of those with whom we've shared your information**
  - You can ask for a list (accounting) of the times we've shared your health information for six years prior to the date you ask, who we shared it with, and why.
  - We will provide one accounting per 12-month period for free, but may charge a reasonable, cost-based fee for additional requests within the same year. We will inform you of the fee upfront before you decide to move forward with your request.
  - **For Healthcare Records:** We will include all the disclosures except for those about treatment, payment, and health care operations, and certain other disclosures (such as any you asked us to make).
  - **For Substance Use Disorder (SUD) Records:** Consistent with federal regulations (42 CFR Part 2), you have the right to an accounting of all disclosures of your SUD records made with your consent during the **three (3) years** prior to your request. If your SUD records are maintained in an electronic health record, this accounting will also include disclosures made for treatment, payment, and health care operations.
- **Choose someone to act for you**
  - If you have given someone medical power of attorney or if someone is your legal guardian, that person can exercise your rights and make choices about your health information.
  - We will make sure the person has this authority and can act for you before we take any action.
- **File a complaint**
  - If you believe your privacy rights have been violated, you may file a complaint without fear of retaliation. We will not take any action against you for making a complaint. You may make an:
    - **Internal Complaint:** You may file a complaint directly with YBGR via our Privacy Officer
      - Online: <https://www.ybgr.org/contact>
      - Phone: 406-655-2100
      - Mail: YBGR Privacy Officer, 1732 S 72<sup>ND</sup> ST. W., Billings MT, 59106
    - **External Complaint:** You may file a complaint with the Secretary of the U.S. Department of Health and Human Services (HHS) for violations of both general health records (HIPAA) and substance use disorder records (42 CFR Part 2):Online: <https://ocrportal.hhs.gov/ocr/smartscreen/main.jsf>

- Mail: Centralized Case Management Operations, U.S. Dept. of Health and Human Services, 200 Independence Avenue, S.W., Room 509F, HHH Building, Washington, D.C. 20201
- Phone: 1-800-368-1019 (Toll-Free) | TDD: 1-800-537-7697

## Your Choices

For certain health information, you can tell us your choices about what we share. If you have a clear preference for how we share your information in the situations described below, talk to us. Tell us what you want us to do, and we will follow your instructions.

- **In these cases, you have both the right and choice to tell us to:**
  - Share information with your family, close friends, or others involved in your care
  - Share information with other service providers
  - *If you cannot tell us your preference, for example if you are unconscious, we may go ahead and share your information if we believe it is in your best interest. We may also share your information when needed to lessen a serious and imminent threat to health or safety.*
- **Sale or Marketing:** We will not share or sell your information without your written permission for marketing purposes.
- **Fundraising:** If YBGR intends to use your healthcare or SUD information for fundraising efforts, we will provide you with a clear and conspicuous opportunity to opt out of receiving such communications.

## Our Uses and Disclosures Without Patient Consent

We may use and share your protected health information (PHI), which may include substance-use disorder records, as we:

Provide treatment to you	Run our organization
Receive payment for your services	Help with public health and safety issues
Do research, audits, and evaluations	Comply with state, federal and local laws
Address workers' compensation, law enforcement, and other government requests	Respond to lawsuits and legal actions including court orders and subpoenas
Report child abuse and make mandated reports	Respond to medical emergencies or other imminent risks

## Our Uses and Disclosures

We typically use or share your health information in the following ways.

- **Treat you**
  - We can use your health information and share it with other professionals and covered entities who are treating you.  
*Example:* Treatment team members (doctor, therapist, mental health worker, etc.) discuss your goals, progress.
  - You have the right to provide a single written consent that will allow us to use and disclose your SUD records for all future treatment, payment, and health care operations (TPO) purposes. You may revoke this consent at any time for future disclosures.
  - Once your SUD information is disclosed to a recipient outside of YBGR with your consent, it may be redisclosed by that recipient and may no longer be protected by federal privacy laws. However, the prohibition on using your records in legal proceedings against you still applies to the recipient.
  - We must obtain your separate written authorization for most uses and disclosures of **psychotherapy notes** and **SUD counseling notes**. These notes are maintained separately from the rest of your medical record and cannot be used or disclosed based on a general consent for treatment, payment, or operations.
- **Run our organization**
  - We can use and share your health information to run our practice, improve your care, and contact you when necessary.  
*Example:* We use health information about you to evaluate the quality and completeness of services.
- **Bill for your services**
  - We can use and share your health information to bill and get payment from health plans or other entities.  
*Example:* We give information about you to your health insurance plan, so it will pay for your services

## When are we required to share your information?

We are allowed or required to share your information in other ways without your consent – usually in ways that contribute to the public good, such as public health and research. We must meet many conditions in the law before we can share your information for these purposes. For more information see: [www.hhs.gov/ocr/privacy/hipaa/understanding/consumers/index.html](http://www.hhs.gov/ocr/privacy/hipaa/understanding/consumers/index.html)

- **Help with public health and safety issues:**
  - Preventing disease
  - Reporting adverse reactions to medications
  - Reporting suspected abuse, neglect, or domestic violence
  - Preventing or reducing a serious threat to anyone's health or safety
- **Do research**

- We can use or share your information for health research
- **Comply with the law**
  - We will share information about you if state or federal laws require it, including with the Department of Health and Human Services if it wants to see that we're complying with federal privacy law.
  - We can share health information about you in response to a court or administrative order, or in response to a subpoena while complying with all applicable laws
  - However, your substance use disorder (SUD) records, or any testimony referring to those records, cannot be used against you in any civil, criminal, administrative, or legislative proceeding unless you give specific written consent or a court order is issued that meets the requirements of 42 CFR Part 2.
  - Federal law does **not** protect any information about a crime committed by a patient either at YBGR or against a YBGR employee. Federal law does not protect any information about suspected **child abuse or neglect** from being reported under State law to appropriate authorities.
  - YBGR is prohibited from using or disclosing your PHI for the purpose of investigating or imposing liability on any person for the mere act of seeking, obtaining, providing, or facilitating lawful reproductive health care. This includes disclosures to law enforcement or in judicial proceedings under certain circumstances.
    - Before we disclose PHI that may relate to reproductive health care for health care oversight, judicial or administrative proceedings, law enforcement purposes, or to coroners/medical examiners, we will require the requester to provide a signed Attestation that the use or disclosure is not for a prohibited purpose.
- **Address workers' compensation, law enforcement, and other government requests**
  - For workers' compensation claims
  - For law enforcement purposes or with a law enforcement official
  - With health oversight agencies for activities authorized by law
  - For special government functions such as military, national security, and presidential protective services
- **Work with a medical examiner or funeral director**
  - We can share health information with a coroner, medical examiner, or funeral director when an individual dies
- **Respond to lawsuits and legal actions**

## Our Responsibilities

- We are required by law to maintain the privacy and security of your protected health information.
- We must follow the duties and privacy practices described in this notice and give you a copy of it.
- We will not use or share your information other than as described here unless you tell us we can in writing. If you tell us we can, you may change your mind at any time. Let us know in writing if you change your mind.
- We will follow the **HIPAA Breach Notification Rule** for any unauthorized access to your records. This means we will notify you promptly if a breach occurs that may have compromised the privacy or security of your health or substance use disorder (SUD) information.
- YBGR facilitates community-based therapeutic activities. When we share information for these activities, we do so only as permitted by law (for example, as part of treatment or health care operations) and, when required, with your written authorization or through a business associate agreement with the activity provider.

## Additional Privacy Protections for Substance Use Disorder Records

- Federal law and regulations (as required by 42 CFR Part 2, 42 U.S.C. § 290dd-2) protect the confidentiality of substance use disorder (SUD) patient records. Generally, the program may not say to a person outside the program that a patient attends the program or disclose any information identifying a patient as having a substance use disorder unless the patient consents in writing, the disclosure is allowed by a court order, or the disclosure is made to medical personnel in a medical emergency or to qualified personnel for research, audit, or program evaluation.
- Violation of these laws is a crime. Suspected violations may be reported to appropriate authorities. Federal laws and regulations do not protect any information about a crime committed by a patient either at the program or against any person who works for the program, or about suspected child abuse or neglect from being reported under state law.

## Changes to the Terms of this Notice

We can change the terms of this notice, and the changes will apply to all information we have about you. The new notice will be available upon request, in our office, and on our web site.



## WRITTEN ACKNOWLEDGEMENT OF NPP

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I acknowledge that I have reviewed the Yellowstone Boys and Girls Ranch's **Notice of Privacy Practices**, which provides a description of client information, rights, uses and disclosures. A copy of the Notice was offered to me. I understand that I have the right to request restrictions as to how client health information may be used or disclosed and that YBGR will comply as allowed by law.

<b>Client Name:</b>	
<b>Parent/Guardian Name: (when applicable)</b>	

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Authorized Signature

Date