



## **HIPAA Notice of Privacy Practices**

**Effective March 2, 2026**

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.

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### **OUR OBLIGATIONS**

Shalom Health Care Center, Inc. is required by law to:

- Maintain the privacy of your protected health information (PHI)
  - Provide you with this notice of our legal duties and privacy practices
  - Follow the terms of the notice currently in effect
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### **HOW WE MAY USE AND DISCLOSE HEALTH INFORMATION**

#### **For Treatment**

We may use and disclose your Health Information to provide, coordinate, or manage your medical care and related services.

#### **For Payment**

We may use and disclose your Health Information to bill and collect payment for services provided to you.

#### **For Health Care Operations**

We may use and disclose Health Information for quality improvement, credentialing, training, compliance, and other operational purposes.

#### **Appointment Reminders & Health-Related Services**

We may contact you with appointment reminders and information about treatment alternatives or health-related benefits and services.

#### **Individuals Involved in Your Care**



We may share relevant Health Information with family members or others involved in your care unless you object.

### **Research**

We may use or disclose Health Information for research when approved through appropriate processes.

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### **SPECIAL SITUATIONS**

We may disclose Health Information as required or permitted by law, including:

- Public health activities
  - Health oversight activities
  - Workers' compensation
  - Lawsuits and legal proceedings
  - Law enforcement
  - Organ and tissue donation
  - Military and veterans' activities
  - National security
  - Inmates or individuals in custody
  - To avert serious threats to health or safety
  - Data breach notifications
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### **USES AND DISCLOSURES REQUIRING AUTHORIZATION**

We will obtain your written authorization for:

- Most uses of psychotherapy notes
- Marketing communications where remuneration is involved
- Any sale of PHI



- Uses not otherwise described in this Notice

You may revoke an authorization at any time in writing.

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## **SPECIAL PROTECTIONS FOR SUBSTANCE USE DISORDER RECORDS (42 CFR PART 2)**

If Shalom Health Care Center, Inc. creates or maintains Substance Use Disorder (SUD) treatment records subject to 42 CFR Part 2:

- These records receive stricter confidentiality protection than standard HIPAA records.
  - We will obtain appropriate written consent before disclosure when required.
  - SUD records cannot be used in legal proceedings without your written consent or a specific court order.
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## **NOTICE OF POTENTIAL REDISCLOSURE**

Information disclosed under HIPAA may be redisclosed by the recipient and may no longer be protected by HIPAA. However, SUD records protected by 42 CFR Part 2 may not be redisclosed except as permitted by law.

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## **YOUR RIGHTS**

You have the right to:

- Inspect and copy your medical and billing records
- Receive an electronic copy of electronic records
- Receive breach notifications
- Request amendments
- Request an accounting of disclosures
- Request restrictions (including restrictions to health plans if paid in full out-of-pocket)



- Request confidential communication
  - Receive a paper copy of this Notice
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## **CHANGES TO THIS NOTICE**

Shalom Health Care Center, Inc. reserves the right to revise this Notice. The current version will be posted in our facilities and on our website and will include the effective date.

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## **COMPLAINTS AND CONTACT INFORMATION**

If you believe your privacy rights have been violated, you may file a complaint with us or with the U.S. Department of Health and Human Services. You will not be penalized for filing a complaint.

### **Contact at Shalom Health Care Center, Inc.:**

Attn: Compliance Officer  
Shalom Health Care Center, Inc.  
3400 Lafayette Road  
Indianapolis, IN 46222  
Phone: (317) 291-7422  
Website: [www.shalomhealthcenter.org](http://www.shalomhealthcenter.org)

### **To File a Complaint with HHS:**

Office for Civil Rights  
U.S. Department of Health & Human Services  
233 North Michigan Avenue, Suite 240  
Chicago, IL 60601  
Phone: (800) 368-1019  
TDD: (800) 537-7697  
[www.hhs.gov/ocr](http://www.hhs.gov/ocr)