



arrangeCARE

Elder Care & Special Needs
Case Management

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Notice of Privacy Practices

This notice describes how information that arrangeCARE has about you may be used and how you can get access to this information.

A record is made each time a care manager meets with you and serves as a basis for planning your care and treatment. We also, with your written permission, talk to family and other care providers who contribute to your care. We will provide you with a release of information form.

Your record is the physical description of how arrangeCARE provides for your needs but the content is about you, and therefore belongs to you. You have the right to request restrictions on disclosures of your information.

arrangeCARE is required to maintain the privacy of your information and to provide you with this legal notice of our commitment to your privacy.

Your records are used by us to facilitate your treatment. Your information will also be used in order for us to receive payment for our services. A bill may be sent to you, your family or a third party payer with accompanying documentation that identifies you and how we served you.

Additional specific disclosures of your information will be released for law enforcement purposes as required under state law or in response to a valid subpoena.

I have read this information.

Name

Date