



**HEALTH DEPARTMENT
ADMINISTRATION**

Detroit Health Department
100 Mack Avenue 3rd Floor
Detroit, Michigan 48201

Phone 313•876•4000 TTY: 711
Fax 313•877•9422
www.detroitmi.gov

DETROIT HEALTH DEPARTMENT AND YOUR HEALTH INFORMATION NOTICE OF PRIVACY PRACTICES (NPP) - Part 2 Rule, Substance Use Disorder (SUD) Information

THIS NOTICE DESCRIBES HOW MEDICAL INFORMATION ABOUT YOU MAY BE USED AND DISCLOSED AND HOW YOU CAN GET ACCESS TO THIS INFORMATION

PLEASE REVIEW CAREFULLY

This Notice applies to all programs and services within the Detroit Health Department (DHD). In addition, this NPP applies to those divisions of DHD that provide management, administrative, or financial services for these programs, to the extent that protected health information is disclosed to these divisions as required for business operations in support of the programs and services of DHD.

The new “Part 2” rule is a major update to federal confidentiality protections for substance use disorder (SUD) records, aligning them more closely with the Health Insurance Portability and Accountability Act (HIPAA).

The rule updates 42 CFR Part 2, which governs the confidentiality of SUD treatment records. It was finalized on February 8, 2024, took effect April 16, 2024, and must be fully implemented by February 16, 2026.

- Detroit Health Department (DHD) is required by law to maintain the privacy and security of your protected health information;
- DHD protects the privacy of your substance use disorder (SUD) treatment information in accordance with 42 CFR Part 2 and HIPAA. Part 2 applies to any SUD information that we create or receive. These records are protected more strictly than other medical information;
- DHD will promptly notify you if a breach occurs that may have compromised the privacy or security of your information;
- DHD must follow the duties and privacy practices described in this notice and give you a copy of it;
- DHD 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

How do we typically use or share your health information?

DHD may use or disclose your SUD treatment records only with your written consent, unless a specific exception applies. With your written consent, we may use or share your health information in the following ways:



**HEALTH DEPARTMENT
ADMINISTRATION**

Detroit Health Department
100 Mack Avenue 3rd Floor
Detroit, Michigan 48201

Phone 313•876•4000 TTY: 711
Fax 313•877•9422
www.detroitmi.gov

Treat you	DHD can use your health information and share it with other professionals who are treating you.	<i>Example: DHD provider treating you asks your regular doctor about your overall health condition.</i>
Run our organization	DHD can use and share your health information to run our practice, improve your care, and contact you when necessary.	<i>Example: DHD uses health information about you to manage your treatment and services.</i>
Bill for your services	DHD can use and share your health information to bill and get payment from health plans or other entities.	<i>Example: DHD gives information about you to your health insurance plan so it will pay for your services.</i>

You may choose to sign a single consent that allows us to use or disclose your SUD information for these purposes until you revoke it.

How else can we use or share your health information?

We are allowed or required to share your information in other ways, 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.

z

Help with public health and safety issues	<ul style="list-style-type: none"> We can share health information about you for certain situations such as: <ul style="list-style-type: none"> Preventing disease Helping with product recalls Reporting adverse reactions to medications Reporting suspected abuse, neglect, or domestic violence Preventing or reducing a serious threat to anyone’s health or safety
For research	<ul style="list-style-type: none"> DHD may disclose protected health information to researchers when an Institutional Review Board (IRB) has reviewed the research proposal and established protocols to ensure the privacy of your protected health information Personal identifiers will not be disclosed in any written report, other document or work product of the research, unless authorized in writing by the participant /subject
To comply with the law	<ul style="list-style-type: none"> We will share information about you if state or federal laws require it, including the Department of Health and Human Services if it wants to see that we’re complying with federal privacy law



**HEALTH DEPARTMENT
ADMINISTRATION**

Detroit Health Department
100 Mack Avenue 3rd Floor
Detroit, Michigan 48201

Phone 313•876•4000 TTY: 711
Fax 313•877•9422
www.detroitmi.gov

**Restrictions on legal use of
SUD records**

- Your SUD treatment records cannot be used in civil or criminal cases nor administrative or legislative proceeding unless you give **written consent** or **a court of law issues a special Part 2-compliant order**

**Respond to organ/tissue
donation requests**

- We can share health information about you with organ procurement organizations

**Work with a medical
examiner or funeral
director**

- We can share health information with a coroner, medical examiner, or funeral director upon an individual's end of life

**Address workers'
compensation, law
enforcement, and other
government requests**

- We can use or share health information about you:
 - 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

**Redisclosure of SUD
information**

- Once you consent to share your SUD information with another covered entity, that organization may redisclose the information in accordance with HIPAA, unless the information includes SUD counseling notes, which require separate written permission
 - Any organization receiving your SUD information must continue to protect it under federal law
-

In addition to your rights outlined in the Notice of Privacy Practices, the following are your rights regarding SUD information:

Request restrictions

- You have the right to request DHD restrict its use, including sharing your SUD information

**Receive an accounting
of disclosures**

- You can ask DHD to provide a log of disclosures, which includes when, to whom, and for what purpose

**Request confidential
communications**

- You can ask DHD to contact you in a specific way (for example, home or office phone) or to send mail to a different address or in a different way
 - We will say "yes" to all reasonable requests
-



**HEALTH DEPARTMENT
ADMINISTRATION**

Detroit Health Department
100 Mack Avenue 3rd Floor
Detroit, Michigan 48201

Phone 313•876•4000 TTY: 711
Fax 313•877•9422
www.detroitmi.gov

Inspect and obtain a copy

- You can direct DHD to provide a space to inspect your records as well as obtain a copy of your SUD treatment records
- Applicable printing fees will be applied

Revoke consent

- You may revoke your consent to use or disclose your SUD information at any time
- Revocation **must be in writing**; this includes paper or electronically and will not affect actions already taken based on your prior consent

SUD counseling notes

- SUD counseling session notes have special protections
- We will not use nor disclose these notes **without your specific written authorization**, except in limited circumstances required by law

Get a copy of this privacy notice

- You can ask for a paper copy of this notice at any time. To receive a copy, contact DHD using the information in this Notice

File a complaint if you feel your rights are violated

- You have the right to file a complaint if you believe that DHD has violated your privacy rights. The complaint should be filed within 180 days of when you learned of the violation. You will not be penalized for filing a complaint. All complaints will be investigated. Complaints and questions can be sent to:

Detroit Health Department

Privacy Officer

100 Mack Ave., 3rd Floor
Detroit, MI 48201
dhdprivacy@detroitmi.gov
(313) 876-4000

**U.S. Department of Health and
Human Services Office of Civil Rights**

200 Independence Avenue, S.W.
Washington, DC. 20201
1-877-696-6775
www.hhs.gov/ocr/privacy/hipaa/complaints/



**HEALTH DEPARTMENT
ADMINISTRATION**

Detroit Health Department
100 Mack Avenue 3rd Floor
Detroit, Michigan 48201

Phone 313•876•4000 TTY: 711
Fax 313•877•9422
www.detroitmi.gov

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 in a disaster relief situation
- Include your information in a hospital directory
- Contact you for fundraising efforts

If you are not able to tell us your preference, for example if you are unconscious, we may 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.

In these cases, we *never* share your information unless you give us written permission:

- Marketing purposes
- Sales of your information
- Most sharing of psychotherapy notes

In the case of fundraising:

- We may contact you for fundraising efforts, but you can tell us not to contact you again
-

For more information see: www.hhs.gov/ocr/privacy/hipaa/understanding/consumers/noticepp.html.

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 website.