



**The MECCA Group, LLC.**

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## Notice of Privacy and Practices

**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.**

The MECCA Group, LLC (referred to as “MECCA” in this document) is dedicated to protecting your medical information. MECCA is required by law to maintain the privacy of your health information and to provide you with this Notice of legal duties and privacy practices because of the privacy regulations of a federal law, the Health Insurance Portability and Accountability Act of 1996 (HIPAA). Because of this law, other federal laws, and the laws of the District of Columbia, this Notice explains how, when, and why MECCA may use your “Protected Health Information” (PHI). MECCA is also required by law to follow and abide by the terms of this Notice.

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### USE OF YOUR PHI

Each time you visit MECCA, information may be collected about your past, present, or future health or conditions, or the treatment or other services you received from MECCA, or from others, or about payment for health care. MECCA collects from you what is called, in the law, **PHI**, which stands for **Protected Health Information**. This information goes into your medical or health care record or file at the MECCA office.

MECCA may use and disclose your medical or other private health information without your permission under federal and District of Columbia laws for the following purposes:

- **For Treatment:** MECCA may use and disclose your PHI to any staff, including trainees at MECCA, involved in your care, to provide treatment services for your health care needs. This will be done typically to coordinate the care and services you might require.
- **For Payment:** MECCA may use and disclose your PHI in order to bill and collect typically be done on occasion, when MECCA incurs costs involved you're your insurer.

- **For Health Care Operations:** MECCA may use and disclose your PHI in the course of health care operations. Your PHI may be used in assessing the quality of the services provided by MECCA; accreditation, certification, and licensing; and conducting medical reviews, audits and legal services.
- **Appointment Reminders:** MECCA may use and disclose your PHI to contact you regarding your appointments for treatment or other health care related services.
- **Disclosures to Family, Friends, or Others:** MECCA may disclose your PHI with your consent. MECCA may give your PHI to a family member, friend, or other person who you indicate is involved in your care or the payment for your care with your consent.
- **Parents as Personal Representatives of Minors:** MECCA may disclose your minor child's PHI to you. However, District of Columbia laws may require that The MECCA Group LLC can deny a parent's access to a minor's PHI.
- **Serious Threat to Health or Safety:** MECCA may, if we believe that a serious threat exists to your health or safety, or to the health and safety of any other person or the public, use or disclose your PHI to notify those persons we believe would be able to help prevent or lessen the threat of harm.
- **When Required by Law:** MECCA may use or disclose PHI when a law requires that they report information if they believes there has been child abuse or neglect. MECCA may use or disclose PHI if they believe that you have been a victim of abuse, neglect, or violence. MECCA may also use or disclose PHI relating to suspected criminal activity, or in response to a court order. MECCA must also disclose PHI to authorities that monitor compliance with these privacy requirements.

All other uses and disclosures will only be made with your written authorization. You have the right to revoke your authorization at any time.

Understanding what is in your record and how your health information is used helps you to:

1. ensure its accuracy;
2. better understand who, what, where, when, and why others may access your health information; and
3. make more informed decisions when authorizing disclosures to others.

## YOUR RIGHTS REGARDING YOUR PHI

Although your health record is the physical property of MECCA, the information belongs to you. You have the following rights regarding your protected health information:

- **Right to Limit the Use and Disclosure of Your PHI:** You have the right to request in writing how MECCA uses and discloses your PHI. Your request must be in writing. You can also write MECCA to end those limitations at any time. However, MECCA does not have to agree to limit the use or disclosures that are required by law.
- **Right to See and Receive Copies of Your PHI:** If you would like to see your PHI, you will have to write MECCA. They will let you know within thirty (30) days of receiving your request when and where you can see it. If MECCA does not have your PHI readily accessible we will let you know within sixty (60) days when and where you can see it. In certain situations, MECCA may deny your request. If MECCA denies your request, they will tell you in writing why your request was denied and explain how you can have your denial reviewed. If you would like to get copies of your PHI, please write MECCA. MECCA may charge a fee for the copies of summary or explanation of your PHI.
- **Right to Correct or Update Your PHI:** If you believe there has been a mistake in your PHI or that important information is missing, you may request that MECCA correct it. When you write to MECCA and explain why a correction should be made, MECCA will respond to your written request within sixty (60) days of its receipt. MECCA may approve your request, in which case we will make the changes to your PHI. Your explanation will be attached any time that your information is used or disclosed. MECCA may also deny your request. In either case MECCA will inform you in writing. MECCA's denial will state the reasons and explain your right to file a written statement or disagreement.
- **Right to an Accounting of Disclosures of PHI:** You have a right to get a list of disclosures MECCA has made. The list will state the date of the disclosure, the person or organization that received it, the purpose for the disclosure, and the type of PHI that MECCA released. The list will not include disclosures made for treatment, payment or operations purposes; disclosures made to you, your family, or with your written authorization; disclosures made for national security purposes, to law enforcement officials or correctional facilities; or disclosures made before April 14, 2003. MECCA will respond to your request within sixty (60) days of receiving your written request. Your requests for disclosures can be for disclosures as far back as six years, unless you request a shorter time or if less than six years have passed since April 14, 2003. You may receive an accounting free of charge every twelve (12) months. MECCA may charge you a fee for any additional requests you make within a twelve (12) month period.

- **Your Right to Receive This Notice:** You have the right to receive a paper copy of this Notice or an electric copy by e-mail upon request. You may be able to view a copy of this notice at MECCA offices.
- **MECCA RESPONSIBILITIES**  
MECCA is required to:
  - Maintain the privacy of your health information
  - Provide you with this notice as our legal duties and privacy practices with respect to information we collect and maintain about you
  - Abide by the terms of this notice
  - Notify you if we are unable to agree to a requested restrictions
  - Accommodate reasonable requests you may have to communicate health information by alternative means or at alternative locations.

### **CHANGES TO THIS NOTICE**

MECCA may change this notice and MECCA's privacy and practices at any time, as long as the change is consistent with the District of Columbia or federal law. If MECCA makes an important or material change to the privacy and practices policies, we will promptly post a new notice at [www.themeccagroupllc.com](http://www.themeccagroupllc.com), mail a copy to you at the address you supplied us, and/or email the notice to you if this information is provided.

### **FOR MORE INFORMATION OF TO REPORT A PROBLEM**

If you have questions and would like additional information, you may contact The MECCA Group, administrative office at [admin@themeccagroupllc.com](mailto:admin@themeccagroupllc.com).

If you believe that your privacy rights have been violated, you can file a complaint with the Office for Civil Rights (OCR), U.S. Department of Health and Human Services. There will be no retaliation for filing a complaint with The MECCA Group, LLC or the Office for Civil Rights. The address for the OCR is listed below:

Office for Civil Rights  
US Department of Health and Human Services  
200 Independence Avenue, SW  
Washington, DC 20201

**Date Effective: 10/01/2023**