

# **NOTICE OF PRIVACY PRACTICES**

***THIS NOTICE DESCRIBES HOW MEDICAL INFORMATION ABOUT YOU MAY BE USED AND DISCLOSED AND HOW YOU CAN GET ACCESS TO THIS INFORMATION. PLEASE READ IT CAREFULLY.***

**If you have any questions about this Notice, please contact:**

**Erin Newton**

**Privacy Officer**

**3921 Oakland Dr.**

**Kalamazoo, MI 49008**

**269-381-4760**

**[erin.newton@sequelyouthservices.com](mailto:erin.newton@sequelyouthservices.com)**

This Notice of Privacy Practices describes how Lakeside Academy may use and disclose your protected health information. Protected health information is any information about you that relates to your past, present, or future physical or mental health, as well as related health care services. As is described in this Notice, your protected health information may be used to carry out treatment, payment, or health care operations and for other purposes, either permitted or required by law. This Notice also describes your rights to access and control your protected health information.

Lakeside Academy is required by law to maintain the privacy of protected health information, to provide you with notice of our legal duties and privacy practices with respect to protected health information, and to notify affected individuals following a breach of unsecured protected health information.

Your protected health information may be used and disclosed by Lakeside Academy and others outside of our office for the purpose of treatment and providing health care services to you. Your protected health information may also be used and disclosed to pay bills associated with health care services provided to you.

For examples of the types of uses and disclosures of your protected health information that Lakeside Academy is permitted to make, please contact the Privacy Officer.