



Together We Will Rise

Triumph Over Trauma

Notice of Privacy Practices

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

Effective Date: July 28th 2025

Our Commitment to Your Privacy

Triumph Over Trauma (TOT) is committed to protecting the privacy and confidentiality of your health information. We understand that your personal health information is sensitive and private, and we take our responsibility to safeguard it seriously.

This Notice of Privacy Practices explains how we may use and disclose your **Protected Health Information (PHI)** and outlines your rights regarding your health information.

Protected Health Information includes information that identifies you and relates to your past, present, or future physical or mental health condition, the provision of healthcare services to you, or payment for those services.

Triumph Over Trauma complies with the privacy requirements established by:

- **The Health Insurance Portability and Accountability Act (HIPAA)**
 - **Ohio Medicaid regulations**
 - **Ohio Department of Mental Health and Addiction Services (OhioMHAS)**
 - **CARF International Behavioral Health Standards**
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How We May Use and Disclose Your Health Information

Your Protected Health Information may be used and disclosed for the following purposes:

Treatment

We may use and share your health information to provide, coordinate, or manage your treatment and related services. This may include communication between therapists, counselors, CPST specialists, peer supporters, case managers, and other healthcare providers involved in your care.



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Example:

A therapist may consult with another clinician on your care to ensure you receive the most appropriate treatment.

Payment

We may use and disclose your information to obtain payment for services provided to you.

This may include sharing information with:

- Ohio Medicaid
- Managed care organizations
- Insurance companies
- Billing services

Example:

Submitting claims for therapy services to your insurance provider.

Healthcare Operations

We may use your health information for operational purposes necessary to run our organization and ensure quality care.

These activities include:

- Quality improvement
 - Staff training and supervision
 - Compliance monitoring
 - Accreditation reviews (such as CARF)
 - Program evaluation
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Required by Law

We may disclose health information when required to do so by federal, state, or local law.

Examples include:



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- Court orders
 - Legal investigations
 - Public health reporting requirements
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Duty to Warn and Protect

Mental health professionals may be required to disclose information when necessary to prevent serious harm.

This includes situations involving:

- Threats of harm to yourself
- Threats of harm to others
- Suspected child abuse or neglect
- Suspected elder abuse or vulnerable adult abuse

These disclosures are required under Ohio law.

Public Health and Safety

We may disclose health information to appropriate authorities for public health activities such as preventing or controlling disease or reporting abuse or neglect.

Health Oversight Activities

Your information may be disclosed for audits, investigations, inspections, or licensing activities conducted by authorized agencies such as:

- OhioMHAS
 - Ohio Medicaid
 - CARF accreditation reviewers
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Your Rights Regarding Your Health Information

You have several rights regarding your Protected Health Information.



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Right to Inspect and Receive a Copy

You have the right to inspect and obtain copies of your health records maintained by Triumph Over Trauma.

Requests must be submitted in writing. Reasonable fees may apply for copying or administrative costs.

Right to Request Amendments

If you believe information in your record is incorrect or incomplete, you may request that it be amended.

Requests must be submitted in writing and must include a reason for the requested amendment.

Right to Request Restrictions

You may request restrictions on how your health information is used or disclosed.

While we will consider your request, we are not always required to agree if the information is needed for treatment, payment, or healthcare operations.

Right to Confidential Communication

You may request that we contact you in a specific way (for example, by phone, email, or mail).

We will accommodate reasonable requests whenever possible.

Right to an Accounting of Disclosures

You have the right to request a list of disclosures made of your health information for purposes other than treatment, payment, or healthcare operations.

Right to Receive a Copy of This Notice

You have the right to receive a paper copy of this Notice of Privacy Practices at any time.

Our Responsibilities



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Triumph Over Trauma is required by law to:

- Maintain the privacy and security of your Protected Health Information
 - Provide you with this Notice explaining our legal duties and privacy practices
 - Follow the privacy practices described in this Notice
 - Notify you if a breach occurs that may have compromised your information
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Changes to This Notice

Triumph Over Trauma reserves the right to change this Notice of Privacy Practices at any time.

If changes are made, the updated notice will be posted in our office and on our website, and it will apply to all health information maintained by our organization.

Questions or Complaints

If you believe your privacy rights have been violated, you may file a complaint without fear of retaliation.

You may contact:

Privacy Officer

Triumph Over Trauma
26055 Emery Road, Unit K
Warrensville Heights, Ohio 44128

Phone: 216-466-3675

Email: jonetha.ali@triumphovertraumallc.com

You may also file a complaint with:

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