



Notice of Privacy Practices and Part 2 Patient Notice

Effective Date: May 14th, 2026

THIS NOTICE DESCRIBES HOW MEDICAL, HEALTH, BEHAVIORAL HEALTH, AND SUBSTANCE USE DISORDER TREATMENT INFORMATION ABOUT YOU MAY BE USED AND DISCLOSED, HOW YOU CAN GET ACCESS TO THIS INFORMATION, AND YOUR RIGHTS REGARDING THIS INFORMATION. PLEASE REVIEW IT CAREFULLY.

Midwest ADP is required by law to protect the privacy and confidentiality of your health information. Because Midwest ADP provides substance use disorder treatment services, certain records may also be protected by the federal confidentiality law and regulations governing substance use disorder patient records, commonly known as 42 CFR Part 2. Part 2 provides special protection for substance use disorder treatment records and generally requires your written consent before those records are used or disclosed, unless another specific exception applies.

Midwest ADP is required to follow the terms of this Notice currently in effect. We reserve the right to change this Notice and to make the revised Notice effective for information we already have about you as well as information we receive in the future. A current copy of this Notice will be posted at Midwest ADP and made available upon request.

How We May Use and Disclose Your Information

Midwest ADP may use and disclose your health information as permitted or required by HIPAA, 42 CFR Part 2, and other applicable law. When your records are protected by Part 2, Midwest ADP will follow the additional confidentiality protections required by Part 2.

Treatment, Payment, and Health Care Operations

With your written consent, Midwest ADP may use and disclose substance use disorder treatment records for treatment, payment, and health care operations. This may include sharing information with appropriate staff involved in your care, billing or payment-related activities, quality improvement, compliance activities, case management, care coordination, or other health care operations permitted by law.

Once Part 2-protected records are disclosed to a HIPAA covered entity or business associate pursuant to a valid consent for treatment, payment, or health care operations, those records may be redisclosed as permitted by HIPAA, unless another restriction applies. However, Part 2 records may not be used or disclosed in civil, criminal, administrative, or legislative proceedings against you without your written consent or a court order that meets Part 2 requirements.

Uses and Disclosures Requiring Your Written Authorization or Consent

Midwest ADP will obtain your written authorization or consent when required by law, including for most disclosures of Part 2-protected substance use disorder treatment records. If you authorize us to use or disclose information, you may revoke that authorization in writing at any time, except to the extent we have already acted in reliance on it.

Midwest ADP will not use or disclose Part 2-protected records in legal proceedings against you unless you provide specific written consent for that purpose or there is a court order that satisfies Part 2 requirements. Consent for use or disclosure in civil, criminal, administrative, or legislative proceedings may not be combined with a general consent for treatment, payment, or health care operations.

SUD Counseling Notes

If Midwest ADP maintains substance use disorder counseling notes separately from the rest of your treatment record, those notes receive special protection and generally require a separate written consent before they may be used or disclosed, except as otherwise permitted by law.

Uses and Disclosures Without Your Written Consent

In limited circumstances, Midwest ADP may use or disclose information without your written consent when permitted or required by HIPAA, Part 2, or other applicable law. Examples may include certain medical emergencies, audits or evaluations, qualified service organization/business associate functions, reporting of child abuse or neglect as required by law, crimes on program premises or against program personnel, court orders that meet legal requirements, or other circumstances specifically permitted by law.

Midwest ADP will limit such uses and disclosures to what is permitted or required by law.

Your Rights Regarding Your Health Information

You have the following rights regarding health information maintained by Midwest ADP:

Right to Inspect and Copy

You have the right to inspect and obtain a copy of health information maintained about you, with limited exceptions allowed by law. Requests must be submitted in writing to Midwest ADP's Privacy Officer or designee.

Right to Request an Amendment

If you believe information we maintain about you is incorrect or incomplete, you may request an amendment. Your request must be made in writing and must explain why you believe the information should be amended. Midwest ADP may deny the request in certain circumstances permitted by law.

Right to an Accounting of Disclosures

You have the right to request an accounting of certain disclosures of your health information. This right does not apply to all disclosures, such as certain disclosures made for treatment, payment, or health care operations, or disclosures made pursuant to your written authorization, except as otherwise required by law.

Right to Request Restrictions

You have the right to request restrictions on certain uses or disclosures of your health information. Midwest ADP is not required to agree to every requested restriction, but if we agree, we will comply with the restriction unless the information is needed for emergency treatment or another exception applies.

Right to Request Confidential Communications

You have the right to request that Midwest ADP communicate with you in a certain way or at a certain location. For example, you may request that we contact you at a particular phone number or mailing address. Midwest ADP will accommodate reasonable requests.

Right to Revoke Authorization or Consent

If you have provided written authorization or consent for Midwest ADP to use or disclose your information, you may revoke that authorization or consent in writing at any time, except to the extent Midwest ADP has already acted in reliance on it.

Right to Receive a Copy of This Notice

You have the right to receive a paper copy of this Notice upon request, even if you have previously agreed to receive it electronically.

Breach Notification

Midwest ADP will notify affected individuals, the Secretary of the U.S. Department of Health and Human Services, and others as required by law if there is a breach of unsecured protected health information or unsecured Part 2 records.

Complaints

If you believe your privacy rights have been violated, you may file a complaint with Midwest ADP or with the U.S. Department of Health and Human Services. You will not be penalized or retaliated against for filing a complaint.

To file a complaint with Midwest ADP, contact:

Brad Rentfrow
Midwest ADP
3923 South Lynn Court
Independence, MO 64055
(816) 836-2220

You may also file a complaint with the U.S. Department of Health and Human Services, Office for Civil Rights.

Contact for Questions or Requests

If you have questions about this Notice or wish to exercise any of your privacy rights, please contact:

Kim Saunders
Midwest ADP
3923 South Lynn Court
Independence, MO 64055
(816) 836-2220

Acknowledgment of Receipt of Notice of Privacy Practices and Part 2 Patient Notice

I acknowledge that I have been offered or provided a copy of Midwest ADP's Notice of Privacy Practices and Part 2 Patient Notice.

Client Name: _____

Signature: _____

Date: _____

Staff Witness: _____

Date: _____