

JOB PATH
NOTICE OF PRIVACY PRACTICES

Your Information. Your Rights. Job Path's Responsibilities.

Effective Date: January 1, 2026

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.**

Medical Information means information about mental or physical health or treatment, but it also means **information about services you receive from Job Path.** For these purposes, medical records include Staff Action Plans and other documentation of the services you receive from Job Path.

Guardians¹ and personal representatives should be aware that the word “you” in this notice refers to the participant who is receiving services from Job Path, not the guardian or the personal representative.

A copy of our current notice will always be posted in Job Path's offices and on our website. You can also obtain a copy by calling Job Path's office at 212-944-0564, requesting a copy by email addressed to compliance@jobpathnyc.org, or asking for one when you visit our offices.

If you have any questions about this notice or would like further information, please contact Job Path's Chief Compliance and Privacy Officer at 212-944-0564 or at compliance@jobpathnyc.org.

Your Rights

You have the right to:

- Get a copy of your paper or electronic medical record, including records of the services you receive from Job Path
- Correct your paper or electronic medical record, including records of the services you receive from Job Path
- Request confidential communications concerning your medical information and the services you receive from Job Path
- Ask us to limit the information we share about your medical information and your services
- Get a list of those with whom we've shared your information
- Get a copy of this privacy notice
- Choose someone to act for you
- File a complaint if you believe your privacy rights have been violated
- Obtain separate notices explaining the special privacy protections that apply to HIV-related information

¹ As used in this Notice, a “Guardian” is a person or entity appointed by a court to help protect the interests of and make decisions for a person who is over the age of 18 but who is unable to make decisions for themselves.

JOB PATH

NOTICE OF PRIVACY PRACTICES

Your Choices

You have some choices in the way that we use and share information as we:

- Tell family and friends about your condition or services
- Provide mental health care
- Market our services
- Raise funds

Our Uses and Disclosures

We may use and share your information as we:

- Provide services to you
- Run our organization
- Bill for your services
- Help with public health and safety issues
- Do research
- Comply with the law
- Work with a medical examiner or funeral director
- Address workers' compensation, law enforcement, and other government requests
- Respond to lawsuits and legal actions
- Use non-identifying information

Your Rights

When it comes to information about your Job Path services and/or your health, you have certain rights. This section explains your rights and some of our responsibilities to help you.

Get an electronic or paper copy of your medical record and records of the services you receive from Job Path

- You can ask to see or get an electronic or paper copy of your medical record, other health information we have about you and documentation of the services you receive from Job Path. Ask us how to do this.
- We will provide a copy or a summary of your health information and information about the services you receive from Job Path, usually within 30 days of your request.

Ask us to correct your medical record

- You can ask us to correct your health information and information about the services you receive from Job Path that you think is incorrect or incomplete. Ask us how to do this.
- We may say "no" to your request, but we'll tell you why in writing within 60 days.

Request confidential communications

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

JOB PATH NOTICE OF PRIVACY PRACTICES

Ask us to limit what we use or share

- You can ask us not to use or share information about your Job Path services and/or certain health information for treatment, payment, or our operations. We are not required to agree to your request, and we may say “no” if it would affect your care.
- If you pay for a service or health care item out-of-pocket in full, you can ask us not to share that information for the purpose of payment or our operations with your health insurer. We will say “yes” unless a law requires us to share that information.

Get a list of those with whom we’ve shared information

- You can ask for a list (accounting) of the times we’ve shared your Job Path service and/or health information for six years prior to the date you ask, who we shared it with, and why.
- We will include all the disclosures except for those about treatment, payment, and health care operations, and certain other disclosures (such as any you asked us to make).

Get a copy of this privacy notice

You can ask for a paper copy of this notice at any time, even if you have agreed to receive the notice electronically. We will provide you with a paper copy promptly.

Choose someone to act for you

- If you have given someone medical power of attorney or if someone is your legal guardian, that person can exercise your rights and make choices about your health information.
- We will make sure the person has this authority and can act for you before we take any action.

File a complaint if you feel your rights are violated

- You can complain if you feel we have violated your rights by contacting us using the information on page 1.
- You can file a complaint with the U.S. Department of Health and Human Services Office for Civil Rights by sending a letter to 200 Independence Avenue, S.W., Washington, D.C. 20201, calling 1-877-696-6775, or visiting www.hhs.gov/ocr/privacy/hipaa/complaints/.
- We will not retaliate against you for filing a complaint.

Obtain special protections for HIV-related information

- Special privacy protections apply to HIV-related information under New York state law.
- Some parts of this general Notice of Privacy Practices may not apply to HIV-related information.
- If your treatment involves HIV-related information, you will be provided with separate notices explaining how such HIV-related information will be protected.

Your Choices

For certain information about your health or Job Path services, 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.

JOB PATH NOTICE OF PRIVACY PRACTICES

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

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

Our Uses and Disclosures

Authorization Requirement

Generally, we obtain your written authorization before using or sharing your personal information outside Job Path. If you provide us with written authorization, you may revoke that authorization at any time, except to the extent that we have already relied upon it. To revoke an authorization, please write to Job Path's Chief Compliance and Privacy Officer compliance@jobpathnyc.org.

How do we typically use or share information about your Job Path services and/or your health?

We typically use or share your Job Path service and/or health information in the following ways.

Provide services to you

We can share information about your Job Path services and/or your health with other professionals who are providing services to you.

Example: Job Path may share information about you with your care manager.

Run our organization

We can use and share your health information to run our practice, improve the services we provide to you, and contact you when necessary.

Example: We use health information about you to manage your services.

JOB PATH NOTICE OF PRIVACY PRACTICES

Bill for your services

We can use and share your health information to bill and get payment from Medicaid or other entities.

Example: We enter information about you into New York State's Electronic Medicaid system in order to receive payment for the services we provide to you

How else can we use or share information about your Job Path services or your health?

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 have to 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.

Help with public health and safety issues

We can share health information about you for certain situations such as:

- Preventing disease
- Reporting suspected abuse, neglect, or domestic violence
- Preventing or reducing a serious threat to anyone's health or safety

Do research

We can use or share your information for health research.

Comply with the law

We will share information about you if state or federal laws require it, including with the Department of Health and Human Services if it wants to see that we're complying with federal privacy law.

Work with a medical examiner or funeral director

We can share health information with a coroner, medical examiner, or funeral director, as well as family members or others involved in your care, if the event of death.

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

We can use or share information about your services and/or health:

- 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 To public health authorities that are authorized to receive reports of abuse, neglect, or domestic violence
- With prison or law enforcement officers if you are an inmate

JOB PATH NOTICE OF PRIVACY PRACTICES

Respond to lawsuits and legal actions

We can share information about your Job Path services and/or about your health in response to a court or administrative order, or in response to a subpoena.

Use non-identifying information

We may use or disclose information about your Job Path services and/or your health if we have removed any information that might reveal who you are.

Our Responsibilities

- We are required by law to maintain the privacy and security of information about your Job Path services and your health.
- We will let you know promptly if a breach occurs that may have compromised the privacy or security of your information.
- We must follow the duties and privacy practices described in this notice and give you a copy of it.
- We 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.

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 web site at <https://www.jobpathnyc.org/notice-of-privacy-practices/>.