PROTECTED HEALTH INFORMATION

Privacy Complaint

This form is for reporting facts pertaining to any known or suspected violation of your privacy rights, under the Health Insurance Portability and Accountability Act of 1996 ("HIPAA"), 42 CFR Part 2 (Confidentiality of Substance Use Disorder Patient Records), and state statutes & regulations governing the privacy of your health information. WellPower, formerly Mental Health Center of Denver, takes the privacy of the people we serve very seriously. Our organization is committed to operating in a manner that promotes confidentiality of Protected Health Information (PHI).

Please be assured that information you share with us will be handled promptly. The PHI Privacy Officer will conduct a thorough investigation and the findings will be shared with you upon the completion of the investigation.

The completed form can be returned to the HISM Department by email at **HISM@wellpower.org**, by fax at **(303) 504-6504**, or in person/by postal mail to **4141 East Dickenson Place (Office 170), Denver, CO 80222**, **attention: HISM**.
If you have questions, please call (303) 504-6510.

Person Served Information

Please complete the following information about the person whose privacy is believed to be violated.

First Name: _____ M.I.: _____ Last Name: _____

WellPower ID#: _____ Date of Birth: _____ *(mm/dd/yyyy)*

Representative Information (if applicable)

If you are reporting on behalf of the person in services, please fill in your information below. Leave blank if not applicable.

First Name: _____ M.I.: _____ Last Name: _____

Relationship: _____

Your Contact Information

Street Address: _____ City, State: _____ Zip: _____

Email: _____ Phone: _____

Complaint Details

Be sure to include all facts of the suspected privacy violation. The information you provide should include dates, times, and details of the incident that contributed to the concern about your privacy.

Describe how you think your privacy rights have been violated:

X _____ _____

Requestor Signature Signature Date