

CONFIDENTIALITY OF PATIENT RECORDS

NAVMC 11689 (3-10) (EF)

FOUO - Privacy sensitive when filled in.

PRIVACY ACT STATEMENT

In accordance with the Privacy Act of 1974 (Public Law 93-579), this notice informs you of the purpose for collection of information on this form. Please read it before completing the form.

AUTHORITY: 10 U.S.C. 5013, Secretary of the Navy; 10 U.S.C. 5041, Headquarters, Marine Corps; and E.O. 9397 (SSN).

PRINCIPAL PURPOSE: Information collected by this form will be used to provide a basis for assessing your use of alcohol and drugs and to provide therapeutic assistance as required. The information will become part of your alcohol and drug treatment record. The information collected on this form will be filed within a Privacy Act Systems of Records collection governed by Privacy Act System of Records Notice MMN00019 which can be downloaded at <http://privacy.defense.gov/notices/usmc/MMN00019.shtml>.

RETENTION AND SAFEGUARDS: The collected information will be maintained in paper case files in locking file cabinets with restricted, limited access by authorized personnel who are properly screened, cleared, and trained. Records in this file system will only be retrieved by name and social security number. Level I, II, and II alcoholism treatment case files and Level I and II drug abuse treatment case files are cut off and destroyed 5 years after the end of the calendar year the case is closed.

ROUTINE USES: To various officials outside the Department of Defense specifically identified as a Routine Use in Privacy Act System of Records Notice MMN00019 for the stated specific purpose in addition to those set out in the blanket routine uses established by the Department of Defense Privacy Office and posted at <http://www.defenselink.mil/privacy/notices/blanket-uses.html>.

DISCLOSURE: Providing information on this form is voluntary. If the individual does not complete necessary data fields, treatment may be negatively impacted.

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Federal Law and regulations protect the confidentiality of alcohol and drug abuse patient records maintained by this program. The program may not disclose to a person outside the program that a patient attends the program, or disclose information identifying a patient as an alcohol or drug abuser *UNLESS*: (1) The patient consents in writing; (2) Disclosure is allowed by a court order; or (3) Made to medical personnel in a medical emergency or to qualified personnel for research, audit or program evaluation.

Violation of Federal Law and regulations by a program is a crime. Suspected violations may be reported to appropriate authorities in accordance with Federal regulations.

Federal Law and regulations do not protect information about a crime committed by a patient either at the program or against any person who works for the program or about any threat to commit such a crime. Federal Law and regulations do not protect information about suspected child abuse or neglect from being reported under State law to appropriate State or local authorities.

These disclosure restrictions do not apply to interchange of records: (1) Within the Uniformed Services or within those components of the Department of Veterans Affairs furnishing healthcare to veterans; or (2) Between such components and the Uniformed Services.

All providers have a duty to immediately inform the commander of disclosure of a past crime or illegal act, an incident that places the command or its members in jeopardy, and all other matters significant to the command. (See 42 U.S.C. 290dd-2 for Federal laws and 42 C.F.R. part 2 for Federal regulations.)

_____	_____	_____
Date	Signature	Last 4 Digits of SSN

FOR OFFICIAL USE ONLY.