

## Notice of Privacy Practices

The privacy of your health information protected health information (PHI) is very important and the privacy of your health information will not be disclosed without your written authorization to do so.

A federal law known commonly as HIPAA (Health Insurance Portability and Accountability Act) requires that health practitioner take additional steps to keep you informed about how health care information is disclosed. Thus, below is a Notice of Privacy Practices with a place for your signature that you have received a copy of the Notice. A copy of this will be provided to you at your request.

### Uses and Disclosures of health information;

The types of uses and disclosures permissible under federal and state law are listed below:

1. Treatment: The Privacy Rule sets limits on how health plans and covered providers may use individually identifiable health information. To promote the best quality of care for patients, PHI can be used in order to provide treatment. PHI is used to diagnose and provide counseling services. The Privacy rule does not restrict the ability of doctors, nurses and other providers to share information needed to treat their patients. There are limited circumstances in which PHI is disclosed to other health care providers involved in your treatment.
2. Payment: PHI is used and disclosed so that services are appropriately billed to, and payment is collected from your insurance health plan. This usually involves electronic submission to health care companies that is encrypted. An electronic billing service is utilized that is also encrypted.
3. Health Care Operations: PHI can be used in connection with healthcare operations such as quality improvement activities
4. Required by Law: PHI can be disclosed as required by law such as if abuse neglect or domestic violence is disclosed. PHI is disclosed to avert a serious threat to individual patients health or the health and safety of others. PHI is disclosed in response to a court order to judicial and law enforcement officials or to military or national security agencies, coroners, medical examiners and correctional institutions or otherwise authorized or court ordered per law.
5. Psychotherapy Notes: These notes are protected by law. Notes recorded by your clinician will be used **only** by your clinician for treatment purposes and cannot be disclosed without your written authorization. These notes simply document part of the session and observations during the session for the purpose of reference by the clinician. A treatment summary can be provided to other health care providers only by written request by the patient. This office requires at least 5 working

business days to prepare and send a treatment summary. This office requires a minimum of 48 hours to prepare and fax or mail health information to other healthcare providers. There may be a charge for this service.

6. Marketing Communications: PHI cannot be used for marketing communications without written consent from patients.
7. Other Uses and disclosures: uses and disclosures other than those described in numbers 1 through 5 above cannot be made without your written authorization. You may also revoke written authorizations or requests in writing at any time. It is noted that if patients agree to email/text private information that email is not encrypted. For this reason, emailing information regarding private information other than appointment setting or changing is discouraged. All your practitioners devices are encrypted however the internet itself isn't.
8. Stronger State laws. The federal privacy standards don't affect state laws that provide additional protections of privacy for patients. Confidentiality protection becomes cumulative; the Privacy Rule is a national standard of privacy standards that protect all Americans. Any state law providing additional protection will continue to apply. For example, when a state law requires a certain disclosure such as reporting an infectious disease outbreak to the public health authorities, the federal privacy regulations does not come first or interfere with state laws.

## II Individual Rights

1. Patients may request medical records and billing records to inspect. All requests for access to medical records and billing records must be made in writing. Under very limited circumstances, these requests can be denied. A fee may be charged for the cost of copying and sending records. (Note: State law regulates such charges). If you are a parent or legal guardian of a minor please note certain portions of the minors records are inaccessible to parents. Examples included consistent with state law: e.g. records related to mental health, drug treatment or family planning services.
2. Right to Alternative Communications. You may request, and this office will accommodate, any reasonable written request for you to receive PHI by alternative means of communication (e.g. such as calling a patient only at home to ensure confidentiality of communications) or at alternative locations (relocation or alternate planets).
3. Right to request restrictions. You have the right to request a restriction on PHI used for disclosure for treatment, payment or health care operations. You must request any such restriction in writing addressed to the Privacy Officer as indicated below. I am not required to agree to any such restriction you may request.
4. Right to accounting of disclosures. Upon written request you may obtain an accounting of certain disclosures of PHI made by this office after April 14, 2003. This right applies to disclosures for purposes other than treatment, payment for health care operations, excludes disclosures made to you or

disclosures otherwise authorized by you and is subject to other restrictions and limitations.

5. Right to Request amendment. You have the right to request that I amend your health information. Your request must be in writing, and it must explain why the information should be change. I may deny your request under certain circumstances.
6. Right to obtain Notice. You have the right to obtain a paper copy of this Notice by submitting an oral or written request to this office at any time.
7. Questions and Complaints. If patients desire further information about your privacy rights, or are concerned that you would like to make a complaint regarding your privacy rights, you may contact this office. This concern will be resolved to the best of this office's ability. You may, also if these complaints are not resolved to your satisfaction, file a written complaint with the director of the Office for Civil Rights of the U.S. Dept., of Health and Human Services. By law, and by the word of this office, no retaliation is allowed if complaints are filed with this office or with the Dept. of Health and Human Services. Consumers can find out more information about filing a complaint at <http://www.hhs.gov/oct/hipaa> or by calling (866) 627-7748.

Signature: \_\_\_\_\_

Printed name: \_\_\_\_\_

Date: \_\_\_\_\_