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**NOTICE OF PRIVACY PRACTICES**

**Effective April 29, 2015**

This Notice describes how medical information about you may be used and disclosed and how you can get

access to this information. Please review this notice carefully.

Your health record contains personal information about you and your health. This information about you that

may identify you and that relates to your past, present, or future physical or mental health or condition and

related health care services is referred to as Protected Health Information (“PHI”). This Notice of Privacy

Practices describes how your provider may use and disclose your PHI in accordance with applicable law. It

also describes your rights regarding how you may gain access to and control your PHI.

Under the Health Insurance Portability and Accountability Act of 1996 (“HIPAA”), your provider is required to

maintain the privacy of PHI and to provide you with notice of his or her legal duties and privacy practices with

respect to PHI. Your provider is required to abide by the terms of this Notice of Privacy Practices. Your

provider reserves the right to change the terms of this Notice of Privacy Practices at any time. Any new Notice

of Privacy Practices will be effective for all PHI that your provider maintains at that time. Your provider will

provide you with a copy of the revised Notice of Privacy Practices by sending a copy to you in the mail upon

request or by providing one to you at your next appointment.

**HOW YOUR PROVIDER MAY USE AND DISCLOSE HEALTH INFORMATION ABOUT YOU:**

***For Treatment:*** Your PHI may be used and disclosed by those who are involved in your care for the purpose

of providing, coordinating, or managing your healthcare treatment and related services. This includes

consultation with clinical supervisors or other treatment team members. Your provider may disclose PHI to any

other consultant only with your authorization.

***For Payment:*** Your provider may use and disclose PHI so that he or she can receive payment for the

treatment services provided to you. Examples of payment-related activities are: making a determination of

eligibility or coverage for insurance benefits, processing claims with your insurance company, reviewing

services provided to you to determine medical necessity, or undertaking utilization review activities. If it

becomes necessary to use collection processes due to lack of payment for services, only disclose the

minimum amount of PHI necessary for purposes of collection will be disclosed.

***For Health Care Operations:*** Your provider may use or disclose, as needed, your PHI in order to support his

or business activities including, but not limited to, quality assessment activities, licensing and conducting or

arranging other business activities. For example, your PHI may be shared with third parties that perform

various business activities provided we have a written contract with the business that requires it to safeguard

the privacy of your PHI. Your PHI may be used to contact you to provide appointment reminders or information

about treatment alternatives or other health-related benefits and services.

***Required by Law:*** Under the law, your provider must make disclosures of your PHI to you upon your request.

In addition, disclosures must be made to the Secretary of the Department of Health and Human Services for

the purpose of investigating or determining compliance with the requirements of the Privacy Rule.

***Without Authorization:*** Applicable law and ethical standards permit your provider to disclose information

about you without your authorization only in a limited number of other situations. The types of uses and

disclosures that may be made without your authorization are those that are:

* Required by Law, such as the mandatory reporting of child abuse or neglect or elder abuse, or

mandatory government agency audits or investigations.

* Required by Court Order.
* Necessary to prevent or lessen a serious an imminent threat to the health or safety of a person or the

public. If information is disclosed to prevent or lessen a serious threat it will be disclosed to a person or

persons reasonably able to prevent or lessen the threat, including the target of the threat.

***Verbal Permission:*** Your provider may use or disclose your information to family members that are directly

involved in your treatment with your verbal permission.

***With Authorization:*** Uses and disclosures not specifically permitted by applicable law will be made only with

your written authorization, which may be revoked.

**YOUR RIGHTS REGARDING YOUR PHI**

You have the following rights regarding PHI maintained about you. To exercise any of these rights, please

submit your request in writing to your provider:

**Right of Access to Inspect and Copy.** In most cases, you have the right to inspect and copy PHI that may

be used to make decisions about your care. Your right to inspect and copy PHI will be restricted only in those

situations where there is compelling evidence that access would cause serious harm to you. Your provider

may charge a reasonable, cost-based fee for copies.

**Right to Amend.** If you feel that the PHI your provider has about you is incorrect or incomplete, you may ask

for it to be amended, although your provider is not required to agree to the amendment.

**Right to an Accounting of Disclosures.** You have the right to request an accounting of certain disclosures

that your provider makes of your PHI. Your provider may charge you a reasonable fee if you request more

than one accounting in any 12-month period.

**Right to Request Restrictions.** You have the right to request a restriction or limitation on the use or

disclosure of your PHI for treatment, payment, or healthcare operations. Your provider is not required to agree

to your request.

**Right to Request Confidential Communication.** You have the right to request that your provider

communicate with you about medical matters in a certain way or at a certain location.

**Right to a Copy of This Notice.** You may ask your provider for a paper copy of this notice at any time.

**COMPLAINTS**

If you believe your privacy rights have been violated, you may submit a complaint with the Federal

Government. Filing a complaint will not affect your right to further treatment or future treatment. To file a

complaint with the Federal Government, contact:

Secretary of the U.S. Department of Health and Human Services

200 Independence Avenue, SW

Washington, DC 20201

(202) 619-0257

**ACKNOWLEDGMENT OF RECEIPT OF NOTICE OF PRIVACY PRACTICES**28/

I acknowledge receipt of the Notice of Privacy Practices, which explains my rights and the limits on ways my

provider may use or disclose personal health information to provide service.

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| Client Name: |  | Client Signature: |  |

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| If signed by other than client, indicate relationship: |  | Date |