

YOUR HEALTH INFORMATION RIGHTS

The law provides you with these rights related to your protected health information:

❖ Inspect and Copy Protected Health Information

You may request to review and/or receive a copy of your protected health information maintained by your counselor in your "designated health information records." This includes: medical records; billing records; enrollment, payment, claims adjudication, and appeal records; and any other information used to make decisions about your health care.

❖ Restricting Protected Health Information

You may request that certain protected health information about you not be used or disclosed for treatment, payment, or health care operational purposes. However, your counselor is not legally required to agree to your requested restriction.

❖ Amending Protected Health Information

If you believe that your counselor has protected health information about you that is incomplete or incorrect, you may request that it be amended. If your counselor disagrees with your request, you will be notified in writing of the reason for the denial, which can be appealed.

❖ Accounting of Disclosures

All disclosures made after April 14, 2003 that are not for treatment, payment, or health care operations or are not specifically authorized by you must be recorded by your counselor and the accounting made available to you upon your request.

❖ Alternative Means of Communication

If you want to receive communications from your counselor in a different manner or at a different location because of a potential danger to you, you may notify your counselor of this.

If you would like a paper copy of this "Notice of Privacy Practices" you may request it from your counselor.

NOTICE OF PRIVACY PRACTICES
Effective April 14, 2003

THIS NOTICE DESCRIBES HOW MEDICAL/HEALTH INFORMATION ABOUT YOU MAY BE USED AND DISCLOSED, AND HOW YOU CAN BEST GET ACCESS TO THIS INFORMATION. PLEASE READ CAREFULLY.

SUMMARY

This “Notice of Privacy Practices” described how we may use and disclose your medical/health information as authorized or required law, including the Federal HIPAA Privacy Rule.

This information is called “protected health information,” which includes any information that relates to your past, present, or future physical or mental health or condition or related health care services and may identify you personally, such as name, social security number, or address.

Counseling professionals are required by law to maintain the privacy of your protected health information and to abide by the terms of this Notice. You are entitled to this description of its legal duties and privacy practices.

You have certain rights to access and control your protected health information, which are described below. You also have the right to file a complaint if you believe your privacy rights have been violated.

TO EXERCISE ANY OF THESE RIGHTS, OR DISCUSS THEM FURTHER, PLEASE CONTACT YOUR COUNSELOR.

CHANGES TO THIS NOTICE

Your counselor has the right to revise its privacy practices and this Notice.

USES AND DISCLOSURES OF YOUR PROTECTED HEALTH INFORMATION

Counseling professionals may be required or permitted by law to disclose or use your protected health information in the following situations:

- ❖ Treatment - The provision, coordination, or management of your health care and related services. Example: Disclose your health information to a treatment facility or treatment provider.
- ❖ Payment - Coverage determinations; billings; claims management; reviews for medical necessity; and activities needed to obtain payment for your health services. Example: Obtaining approval for a hospital admission may require disclosure of certain protected health information to a health plan.
- ❖ Health Care Operations - The functions and activities required for professional counselors to function as a health plan and health care provider. Examples: Evaluating health care performance; utilization management; accreditation and professional licensure board investigations; medical reviews; and business management.
- ❖ Business Associates with whom professional counselors contracts to perform services such as attorneys, billing services and administrative staff.
- ❖ Public Health Activities.
- ❖ Health Oversight Agencies, including the Federal Department of Health and Human Services.
- ❖ Law Enforcement.
- ❖ Avert Serious Threat to the Health or Safety of an individual.
- ❖ Workers Compensation Claims.