

NOTICE OF PRIVACY PRACTICES

THIS NOTICE DESCRIBES HOW YOUR MEDICAL DATA MAY BE USED AND DISCLOSED AND HOW YOU CAN GET ACCESS TO THIS INFORMATION. REVIEW IT CAREFULLY.

The Healthcare Privacy and Accountability Act (HIPAA) is a Federal law that defines “**protected health information**” (PHI) and how, what, and to whom information may be given. Your PHI is the information in your case record and financial file maintained at this office.

Uses and Disclosures of PHI

Your PHI may be used and disclosed by your treatment provider, office staff, and others outside of the office for the following purposes:

Treatment

PHI may be disclosed to provide, coordinate, and manage your care and related services. For example, when your clinician becomes unavailable and asks another to take calls, your clinician may disclose data to alert the on-call practitioner that you may make contact, and your clinician may give treatment management data. If it is necessary to talk to a provider of services about a routine referral, you will be asked to sign a release form.

Payment

Your PHI will be used as necessary to obtain payment for services provided to you. For example, if you use insurance, your insurance company requires that we give your diagnosis and other data to allow payment and to allow services to continue.

Administrative Operations Various administrative activities allow the casual disclosure of PHI. These include activities as simple as calling for you by name in the waiting room, calling to remind you of an appointment time, or discussing with a secretary the filing of an insurance claim. In addition, it is necessary to disclose PHI for quality assurance audits, training activities, and staff meetings in which clinical care is discussed.

At times and without your prior authorization, the law requires disclosure of PHI. Specifically, abuse or neglect issues, certain public health issues, and manifest dangerousness issues all require the notification of proper authorities.

Other uses and disclosures Most of the time, PHI may be disclosed only via your written consent. If you are the parent or guardian of a child or legally incompetent adult, you are the only one who can authorize release of data. These consents for release may be revoked at any time.