

Your Information. Your Rights. Our responsibilities.

This notice describes how medical information about you may be used and disclosed and how you can get access to this information. **Please review it carefully.**

Your Rights: When it comes to your health information, you have certain rights. This section explains your rights and some of our responsibilities to help you.

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| Get an electronic or paper copy of your medical record | <ul style="list-style-type: none"> ○ You can ask to see or get an electronic or paper copy of your medical record and other health information we have about you. Ask us how to do this. ○ We will provide a copy or a summary of your health information, usually within 30 days of your request. We may charge a reasonable, cost-based fee. |
| Ask us to correct your medical record | <ul style="list-style-type: none"> ○ You can ask us to correct health information about you that you think is incorrect or incomplete. Ask us how to do this. ○ We may say “no” to your request, but we’ll tell you why in writing within 60 days. |
| Request confidential communications | <ul style="list-style-type: none"> ○ You can ask us to contact you in a specific way (for example, home or office phone) or to send mail to a different address. ○ We will say “yes” to all reasonable requests. |
| Ask us to limit what we use or share | <ul style="list-style-type: none"> ○ You can ask us not to use or share certain health information for treatment, payment, or our operations. <ul style="list-style-type: none"> ○ We are not required to agree to your request, and we may say “no” if it would affect your care. ○ If you pay for a service or health care item out-of-pocket in full, you can ask us not to share that information for the purpose of payment or our operations with your health insurer. <ul style="list-style-type: none"> ○ We will say “yes” unless a law requires us to share that information. |
| Get a list of those with whom we’ve shared information | <ul style="list-style-type: none"> ○ You can ask for a list (accounting) of the times we’ve shared your health information for six years prior to the date you ask, who we shared it with, and why. |

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| | <ul style="list-style-type: none"> ○ We will include all the disclosures except for those about treatment, payment, and health care operations, and certain other disclosures (such as any you asked us to make). We'll provide one accounting a year for free but will charge a reasonable, cost-based fee if you ask for another one within 12 months. |
| Get a copy of this privacy notice | <ul style="list-style-type: none"> ○ You can ask for a paper copy of this notice at any time, even if you have agreed to receive the notice electronically. We will provide you with a paper copy promptly. |
| Choose someone to act for you | <ul style="list-style-type: none"> ○ If you have given someone medical power of attorney or if someone is your legal guardian, that person can exercise your rights and make choices about your health information. ○ We will make sure the person has this authority and can act for you before we take any action. |
| We will make sure the person has this authority and can act for you before we take any action. | <ul style="list-style-type: none"> ○ You can complain if you feel we have violated your rights by contacting us using the information on the bottom of each page ○ You can file a complaint with the U.S. Department of Health and Human Services Office for Civil Rights by sending a letter to 200 Independence Avenue, S.W., Washington, D.C. 20201, calling 1-877-696-6775, or visiting www.hhs.gov/ocr/privacy/hipaa/complaints/. ○ We will not retaliate against you for filing a complaint. |

Your Choices For certain health information, you can tell us your choices about what we share. If you have a clear preference for how we share your information in the situations described below, talk to us. Tell us what you want us to do, and we will follow your instructions.

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| In these cases, you have both the right and choice to tell us to: | <ul style="list-style-type: none"> ○ Share information with your family or close friends ○ Share information with other agencies or individuals involved in your care ○ Share information in a disaster relief situation <p><i>We may share your information when needed to lessen a serious and imminent threat to health or safety.</i></p> |
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| In these cases we <i>never</i> share your information unless you give us written permission: | <ul style="list-style-type: none"> ○ Marketing purposes ○ Sale of your information ○ Most sharing of psychotherapy notes |
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How We Use Your Information How do we typically use or share your health information? We typically use or share your health information in the following ways.

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| To treat you | <ul style="list-style-type: none"> ○ We might use your information when consulting with other employees about your treatment. |
| To run our practice | <ul style="list-style-type: none"> ○ We use your information to improve the way we provide care or to contact you when necessary. |
| To bill for services | <ul style="list-style-type: none"> ○ We can use your information in order to receive payment from insurance companies or other entities. |
| For other purposes | <ul style="list-style-type: none"> ○ We sometimes use your information for less common purposes, like responding to legal requests, to facilitate research, during audits conducted by the Department of Health and Human Services. |

Our Responsibilities In working together, we have important responsibilities when it comes to ensuring the safety and security of your health information.

- We are required by law to maintain the privacy and security of your protected health information.
- We will let you know if a breach occurs that may have compromised the privacy or security of your information
- We must follow the duties and privacy practices described in this notice and give you a copy of it
- We will not use or share your information other than as described here unless you tell us we can in writing. If you tell us we can, you may change your mind at any time. Let us know in writing if you change your mind.

Changes to the Terms of this Notice We can change the terms of this notice, and the changes will apply to all information we have about you. The new notice will be available upon request, in our office, and on our web site.

Effective date of this notice is October 1st, 2018.