

SUMMARY NOTICE OF PRIVACY PRACTICES

Effective September, 2013

This notice is a summary of how your protected health information is used and disclosed and how you can obtain access to this information. For specifics regarding your own psychotherapist, ask him or her for a current copy of the Notice of Privacy Practices for their own practice.

Psychotherapists use health information about you for treatment, to obtain payment for treatment, for administrative purposes, and to evaluate the quality of care that you receive. Federal law allows us to disclose identifiable health information about you without your authorization for several reasons. However, as a practical matter, we do not do this, except in case of emergency. In certain highly unlikely circumstances, we might be asked information by law enforcement or the federal government. In any other situation, we will ask for your written authorization before using or disclosing any identifiable health information about you. If you choose to sign an authorization to disclose information, you can later revoke that authorization to stop any future uses and disclosures.

Your psychotherapist may change privacy policies at any time. Before your psychotherapist makes a significant change in policies, he or she will change the notice and make copies of the new notice available to current clients. You can also request a copy of the notice at any time by contacting your psychotherapist directly.

Your Rights

Although your health record is the physical property of the healthcare practitioner or facility that compiled it, the information belongs to you. You have the right to:

- request a restriction on certain uses and disclosures of your information as provided by 45 CFR 164.522
- obtain a paper copy of the notice of privacy practices upon request
- inspect and obtain a copy of your health record as provided for in 45 CFR 164.524
- amend your health record as provided in 45 CFR 164.528
- obtain an accounting of disclosures of your health information as provided in 45 CFR 164.528
- request communications of your health information by alternative means or at alternative locations
- revoke your authorization to use or disclose health information except to the extent that action has already been taken

Complaints

If you are concerned about a violation to your privacy rights, or you disagree with a decision about access to your records, you may contact your psychotherapist. You also may send a written complaint to the U.S. Department of Health and Human Services.

Your Psychotherapist's Legal Duty

We are required by law to protect the privacy of your information, provide you a Notice of Privacy Practices, and follow the information practices that are described in this notice.

If you have any questions or complaints, please contact your psychotherapist for further information.