

Notice of Privacy Practices

Important Information About How Your Information May Used and Disclosed, As Well As How You Can Access Your Information and Release Information to Other Agencies

Triangle Wellness Counseling has a clear policy to protect your confidentiality. We are required by law to protect all confidential consumer information and *Protected Health Information* (PHI), and adhere to all guidelines to protect consumer information as listed in the Health Insurance Portability and Accountability Act (HIPPA) of 1996. You have a right to confidentiality and you may report any violations of confidentiality to the Orange County Mental Health Authority (919-), the Governor's Advocacy Council for Persons with Disabilities (1-800-821-6922), or Office for Civil Rights, US Department of Health and Human Services at (1-404-562-7886).

Written Consent Required To Release Information: Only records or information, with appropriate written consent by the consumer or legal guardian, may be released with identified parties. The release must specify who may send or release information, as well what specific information may be released. The written release is valid for one year, but may be revoked at any time. If you sign a release of information, you are entitled to receive a copy of the signed release. Also, we may only release information that was generated by TRIANGLE WELLNESS COUNSELING. For example, if you provided a release for us to receive specific records from another agency, we are not permitted to release those records to other parties. You will need to contact that agency if you need those records released.

Access to Medical Records: Consumers, guardians, or legal representatives have a right to have access to medical records. While the actual record is property of TRIANGLE WELLNESS COUNSELING, you may request to review all or part of the record. If you choose to review the records, you must sign a written release and you may set an appointment with the therapist to review your records. Only records generated by TRIANGLE WELLNESS COUNSELING may be released. If you request copies of all or part of the record, a small fee may be charged (not to exceed \$15.00 for administrative costs).

Retention and Destruction of Records: TRIANGLE WELLNESS COUNSELING retains all medical records for five (5) years in a secure location. If records have been involved in legal proceedings, records are maintained for seven (7) years.

Limits of Confidentiality: TRIANGLE WELLNESS COUNSELING is required to report incidents or suspected incidents of abuse of a child, disabled person, or elder person to local officials. If a consumer reports a plan to harm another individual, local law enforcement and that potential victim may be contacted to ensure safety. Additionally, if there is a psychiatric or medical emergency, TRIANGLE WELLNESS COUNSELING may release information to emergency personnel to assist in coordination of emergency services.

If you have any questions regarding confidentiality, our policies to protect your information, or processes to file a grievance, please feel free to contact Steven Clemens at Triangle Wellness Counseling at (919) 923-3100.

Consumer Signature / Date

Legal Guardian Signature/Date

Staff Signature / Date