

## HIPAA COMPLIANCE NOTICE OF PRIVACY PRACTICES

This notice describes how medical information about you may be used and disclosed, and how you can get access to this information. This information will include the Protected Health Information (PHI), as that term is defined in privacy regulations issued by the United States Department of Health and Human Services pursuant to the Health Insurance Portability and Accountability Act of 1996 ("HIPAA") and, as applicable, RCW Chapter 70.02 entitled "Medical records-Heath Care Access and Disclosure." Please review it carefully.

I am required by applicable federal and state law to maintain the privacy of your health information. I am also required to give you this Notice about my privacy practices, legal obligations, and your rights concerning your health information ("Protected Health Information" or "PHI"). I must follow the privacy practices that are described in the Notice (which may be amended from time to time). For more information about my privacy practices, or for additional copies of this Notice, please contact me using the information listed in Section II G of this Notice.

### I. USES AND DISCLOSURES OF PROTECTED HEALTH INFORMATION (PHI)

**A. Permissible uses and Disclosures without Your Written Authorization:** I may use and disclose PHI without your written authorization, excluding Psychotherapy Notes as described in Section II, for certain purposes as described below. The examples provided in each category are not meant to be exhaustive, but instead are meant to describe the types of uses and disclosures that are permissible under federal and state law.

**1. Treatment:** I may use and disclose PHI in order to provide treatment to you. For example, I may use PHI to diagnose and provide counseling service to you. In addition, I may disclose PHI to other health care providers involved in your treatment.

**2. Health Care Operations:** I may use and disclose PHI in connection with my health care operations, including quality improvement activities, training programs, accreditation, certification, licensing or credentialing activities.

**3. Required or Permitted by Law:** I may use or disclose PHI when I am required or permitted to do so by law. For example, I may disclose PHI to appropriate authorities if I reasonably believe that you are a possible victim of abuse, neglect, or domestic violence or the possible victim of other crimes. In addition, I may disclose PHI to the extent necessary to avert a serious threat to your health or the health or safety of others. Other disclosures permitted or required by law include the following: disclosures for public health activities; health oversight activities including disclosures to state or federal agencies authorized to access PHI; disclosures to judicial and law enforcement officials in response to a court order or other lawful process; disclosures for research





when approved by an institutional review board; and disclosures to military or national security agencies, coroners, medical examiners, and correctional institutions or otherwise as authorized by law.

#### **B. Uses and Disclosures Requiring Your Written Authorization**

1. **Psychotherapy Notes:** Notes recorded by me as your clinician documenting the contents of our counseling session. ("Psychotherapy Notes") will be used only by your clinician and will not otherwise be used or disclosed without your written authorization.
2. **Marketing Communications:** I will not use your health information for marketing communications without your written authorization.
3. **Payment:** I will not disclose PHI to your insurance company for payment purposes without your written authorization.
4. **Other Uses and Disclosures:** Uses and disclosures other than those described in Section I.A. above will only be made with your written authorization. For example, you will need to sign an authorization form before I can send PHI to your insurance company, to a school, or to your attorney. You may revoke any such authorization at any time.

## **II. YOUR INDIVIDUAL RIGHTS**

**A. Right to Inspect and Copy:** You may request access to your clinical records and billing records maintained by me in order to inspect and request copies of the records. All requests for access must be made in writing. Under limited circumstances I may deny access to your records. Otherwise this information must be released within 15 days. I may charge a fee for the costs of copying and sending you any records requested. If you are a parent or legal guardian of a minor 13 years of age or older, please note that certain portions of the minor's clinical record will not be accessible to you (e.g. records related to mental health treatment (age 13), substance abuse treatment (age 16), sexually transmitted diseases (age 14), or abortions (age 14)).

**B. Right to Alternative Communications:** You may request and I will accommodate any reasonable written request for you to receive PHI by alternative means of communication or at alternative locations.

**C. Right to Request Restrictions:** You have the right to request a restriction on PHI used for disclosure for treatment and payment of health care operations. You must request any such restrictions in writing addressed to the Privacy Officer as indicated below. I am not required to agree to any such restriction you may request.

**D. Right to Accounting of Disclosures:** Upon written request you may obtain an accounting of certain disclosures of PHI made by me after October 1<sup>st</sup>, 2010. This right applies to disclosures for purposes other than treatment, payment or healthcare operations and excludes disclosures made to you or disclosures otherwise authorized by you and is subject to other restrictions and limitations.

**E. Right to Request Amendment:** You have the right to request that I amend your health information. Your request must be in writing, and it must explain why the information should be amended. I must respond to your request within 10 days. I may



deny your request under certain circumstances. In this event a "statement of disagreement" based on your proposed amendment must be added to the record.

**F. Right to Obtain Notice.** You have the right to obtain a paper copy of this Notice by submitting a request to the Privacy Officer at any time.

**G. Questions and Complaints:** I am the Privacy Official for my practice as per [§ 164.530(a)]. If you desire further information about your privacy rights or are concerned that I have violated your privacy rights you may contact me either by phone at 425-223-0085, or in writing to 17090 Avondale Way NE, Redmond, WA, 98052. You may also file written complaints with the Director of the Office of Civil Rights of the U.S. Department of Health and Human Services. I will not retaliate against you if you file a complaint with the Director or with me.

### III. EFFECTIVE DATE AND CHANGES TO THIS NOTICE

**A. Effective Date:** This Notice is effective on October 1<sup>st</sup>, 2010.

**B. Changes in this Notice:** I may change the terms of this Notice at any time. If I make changes to this Notice I may make the new notice terms effective for all PHI that I maintain including any information created or received prior to issuing the new notice. If I change this Notice I will post the revised Notice in the waiting area of my office. You may also obtain any revised notice by contacting me.