



**NOTICE OF PRIVACY PRACTICES (HIPPA)**  
**Dustin Daugherty, LISW, LLC**

**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.**

**Effective date: July 15, 2011**

Dustin Daugherty, LISW, LLC has been and always will be totally committed to maintaining client confidentiality. We are required by law to protect the privacy of your health information. We will only release healthcare information about you in accordance with federal and state laws and within the ethics of the social work profession. This notice describes our policies related to the use and disclosure of your healthcare information. We reserve the right to change these terms at any time. If changes are made, you will be given a revised copy of this notice.

**How we may use and disclose health information.**

**TREATMENT**: We may need to use or disclose health information about you to provide, manage, or coordinate your care or related services. This includes consultations with clinical supervisors or other team members. Disclosure to any other consultant requires your permission.

**PAYMENT**: We may disclose information needed to verify insurance coverage and/or benefits with your insurance carrier. We may also disclose information to process your claims, as well as that needed for billing and collection purposes. We may bill the person in your family who pays for your insurance. We will only disclose the minimum amount of health information necessary, including DSM-IV-TR diagnoses, for payment of services. In some cases information may be sent to your insurance company to explain the necessity of treatment.

**HEALTHCARE OPERATIONS**: We may need to use information about you to review our treatment procedures and business activity. Information may be used for certification compliance and licensing activities. Disclosure of this information outside of the agency will only occur with your authorization.

**REQUIRED BY LAW**: We may disclose health information to comply with state and federal laws. This would include, but is not limited to, reporting abuse, following court orders, complying with audits, responding to law enforcement, and reporting health and safety threats.

**BUSINESS ASSOCIATES**: We may disclose portions of your health information to business associates, such as our receptionist, so they can perform assigned duties. However, all associates will be required to sign a confidentiality agreement assuring they will safeguard your information.

## **Rights Regarding Your Health Information**

- 1) You have the right to obtain a copy of this notice.
- 2) You have the right to access your health information. You will be charged an administrative fee to obtain these records. This right can be restricted in the event that it would cause serious harm to you.
- 3) You have the right to amend. If you believe that your health information is not accurate, you can ask that the information be amended. We are not required to make the amendment, but will notify you of our decision.
- 4) You have the right to request confidential communication. You can notify us of how to communicate health information to you, and that form of communication will be utilized.
- 5) You have the right to request restrictions on the use of your health information for treatment purposes. This request must be made in writing and does not require that the information be restricted if it interferes with our ability to collect fees or treat you.
- 6) You have the right to an accounting of disclosures that were made on your behalf. You may be charged a fee if more than one request is made within a 12-month period.

### **Complaints**

In the event that you believe your rights to privacy have been violated, you have the right to file a complaint in writing to Dustin Daugherty, LISW or with the Secretary of Health and Human Services at 200 Independence Avenue S.W., Washington D.C. 20201.

**We will not retaliate against you, nor will your treatment be impacted for filing a complaint.**