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HIPAA NOTICE OF PRIVACY PRACTICES

PLEASE READ THIS ENTIRE DOCUMENT AND COMPLETE THE ITEMS AT THE BOTTOM

When you receive services from me, I create a record of the services that you received. I need this record in order to provide you with quality care and to comply with legal requirements. I understand that health information about you and the health/mental health care you receive is personal, and I am committed to protecting your personal health information. It is also my legal duty to do so, and to provide you with this notice about my privacy procedures. This notice describes how psychological and medical information about you may be used and disclosed, and how you can get access to this information. Please review it carefully.

Use of protected health information (PHI) applies only to activities within my own practice, such as sharing, employing, applying, utilizing, examining, and analyzing information that identifies you. PHI is disclosed when I release, transfer, give, or otherwise reveal it to a third party outside my practice. With some exceptions, I may not use or disclose more of your PHI than is necessary to accomplish the purpose for which the use or disclosure is made; however, I am always legally required to follow the privacy practices described in this notice.

Where are your records stored?

I am required to make sure that any physical records of your treatment are kept in a locked, secure location. Because I share my office with other therapists, I take your records home with me and keep them in a locked cabinet. The records of our weekly meetings, your progress, diagnoses, and session content are kept in an online database that is password protected and triple encrypted for safety.

What about emails and texts?

Emails and texts are allowed, but not recommended, because they are easily accessed by third parties. If you contact me via either of these means, I will respond because I assume

that the mode of transmission in question is OK with you. I will not transmit your personal records via email unless you give me permission to do so. In any case, they will be password protected for your privacy. Federal law prohibits me from connecting/linking my account to a patient's account as to do so would be to acknowledge that we know one another, a violation of HIPAA.

How would I use and disclose your protected health information?

I may use and disclose your PHI for many different reasons. Some of the uses or disclosures will require your prior written authorization; others, however, will not. Below you will find the different categories of uses and disclosures, with some examples.

Uses and Disclosures Related to Treatment, Payment, and Health Care Operations That Do Not Require Your Prior Written Consent.

I may use and disclose your PHI without your written consent for the following reasons:

For treatment: I can use your PHI within my practice to provide you with mental health treatment. Although as a general rule I will attempt to discuss with you any disclosure to your other service providers, I am legally permitted to disclose your PHI to physicians, psychiatrists, psychologist, and other licensed health care providers who provide you with health care services, or who are otherwise involved in your care. However, I generally will not do so without first discussing this with you. For example, if a psychiatrist is treating you, I may disclose your PHI to her/him in order to coordinate your care.

For health care operations: These are activities that relate to the efficient performance and correct operation of my practice. Examples of health care operations are quality assessment and improvement activities, business-related matters, such as audits and administrative services, and case management and care coordination.

To obtain payment for treatment: I may use and disclose your PHI to bill and collect payment for the treatment and services I provided you. For example, I might send your PHI to your insurance company or health plan in order to get payment for the health care services that I have provided to you.

Other Uses and Disclosures That Do Not Require Your Consent or Authorization.

I may use or disclose PHI without your consent or authorization for the following reasons:

Child abuse or neglect: If I have reasonable cause to suspect that a child is abused or

maltreated where the parent, guardian, custodian, or other person legally responsible for such child comes before me and states from personal knowledge facts, conditions, or circumstances, which, if correct, would render the child and abused or maltreated child, I must report such abuse or maltreatment to the local child protective services agency.

Adult/elder abuse or neglect: Same as above. I must report such abuse or maltreatment to the local adult protective services agency.

Health oversight: If there is an inquiry or complaint about my professional conduct made to the Board of Behavioral Science, I must furnish to this organizing body your confidential mental health records relevant to this inquiry.

Judicial or administrative proceedings: If you are involved in a court proceeding and a request is made for information about the professional services that I have provided you and/or the records thereof, such information is privileged under Federal and California law, and I must not release this information without your written authorization, or a court order. This privilege does not apply when you are being evaluated for a third party, or where the evaluation is court ordered. I must inform you in advance, if this is the case.

Serious threat to health or safety: I may disclose your confidential information to protect you or others from a serious threat of harm by you.

Worker's compensation: If you file a worker's compensation claim, and I am treating you for the issues involved with that complaint, then I might be required to furnish to the chairman of the Worker's Compensation Board records, which contain information regarding your psychological condition and treatment.

Other disclosures: Your consent isn't required if you need emergency treatment, provided that I attempt to get your consent after treatment is rendered. In the event that I try to get your consent, but you are unable to communicate with me (for example, if you are unconscious or in severe pain), but I think that you would consent to such treatment if you could, I may disclose your PHI.

If disclosure is otherwise specifically required by law or court order.

Uses and Disclosures Requiring Authorization

In any other situation not addressed above, I will request your written authorization before using or disclosing any of your PHI. An "authorization" is written permission above and beyond the general consent that permits only specific disclosures. In those instances when I am asked for information for purposes outside of treatment, payment and health care

operations, I will obtain an authorization from you before releasing this information.

You may revoke all such authorizations (of PHI) at any time, provided each revocation is in writing. You may not revoke an authorization to the extent that (1) I have relied on that authorization; or (2) if the authorization was obtained as a condition of obtaining insurance coverage, and the law provides the insurer the right to contest the claim under the policy.

What are my rights with regard to my records?

Right to Inspect and Get Copies of Your PHI: In general, you have the right to see your PHI that is in my possession, or to get copies of it; however, you must request it in writing. You will receive a response from me within 30 days of my receiving your written request. If you ask for copies of your PHI, I will charge you not more than 25 cents per page. I may see fit to provide you with a summary or explanation of the PHI, but only if you agree to it, as well as to the cost, in advance. I may deny your access to PHI under certain circumstances, but if I do, I will give you, in writing, the reasons for the denial. I will also explain your right to have my decision reviewed. On your request, I will discuss with you the details of the request and denial process.

Right to Request Limits on Uses and Disclosures of Your PHI: You have the right to ask that I limit how I use and disclose PHI. While I will consider your request, I am not legally bound to agree. If I do agree to your request, I will put those limits in writing and abide by them, except in emergency situations. You do not have the right to limit the uses and disclosures that I am legally required or permitted to make.

Right to Choose How I Send Your PHI to You: It is your right to ask that your PHI be sent to you by alternative means and/or at an alternate address. (For example, you may not want a family member to know that you are seeing me. Upon your request, I will send your bills to another address.)

Right to Amend: If you believe that there is some error in your PHI, or that important information has been omitted, it is your right to request that I correct the existing information or add the missing information. Your request and the reason for the request must be made in writing. You will receive a response within 60 days of my receipt of your request. I may deny your request, in writing, if I find that: The PHI is (a) correct and complete, (b) forbidden to be disclosed, (c) not part of my records, or (d) written by someone other than me. My denial must be in writing and must state the reasons for the denial. It must also explain your right to file a written statement objecting to the denial. If you do not file a written objection, you still have the right to ask that your request, and my denial, be attached to any future disclosures of your PHI. If I approve your request, I will make the change(s) to your PHI. Additionally, I will tell you that the changes have been made, and I will advise all others who

need to know about the change(s) to your PHI.

Right to Get a List of the Disclosures I Have Made: You generally have the right to receive an accounting of disclosures of PHI that I have made. The list will not include uses or disclosures to which you have already consented, i.e., those for treatment, payment, or health care operations, sent directly to you, or your family; neither will the list include disclosures made for national security purposes, to corrections or law enforcement personnel. Disclosure records will be held for six years.

Right to a Paper Copy of Accounting of Disclosures: You have the right to obtain a paper copy of the above-referenced accounting from me upon request, even if you have agreed to receive the notice electronically.

What if I have questions or complaints?

If you have questions about this notice, disagree with a decision I make about access to your records, or have other concerns about your privacy rights, it is my sincere hope is that you would contact me directly.

If you believe that your privacy rights have been violated, you may also send a written complaint to the Secretary of the U.S. Department of Health and Human Services, the office that oversees HIPAA. I can provide you with the appropriate address upon request. Understand that you have specific rights under the Privacy Rule. If you file a complaint about my privacy practices, I will not retaliate against you.

Effective Date, Restrictions and Changes to Privacy Policy

I reserve the right to change the terms of this notice and to make the new notice provisions effective for all PHI that I maintain. I will provide you with a revised notice by notifying you and placing a new copy in the waiting area.

- **Please check each box to acknowledge your agreement with each statement ***
I have read and understand Jeff Shannon's privacy policy I acknowledge that I may return to this site and print out the privacy policy at any time I understand that I may raise any questions about the policy with Jeff Shannon at our next meeting.
- **Please enter your full name ***