

# Edmond Counseling and Professional Development

## HIPAA Privacy Notification

This notice describes how medical information may be used and disclosed and how you can get access to this information

Effective March 1, 2014

### **Confidentiality:**

All services rendered and all information obtained is kept confidential and cannot be released without your written permission. There are situations under which confidential information, by law, may be released.

1. For the purposes of protecting the safety of the client and/or another person. A "duty to warn" ethic requires a counselor to break confidentiality if the client has threatened the safety of himself/herself or others.
2. According to Oklahoma state law, allegations of neglect and/or physical, emotional, or sexual abuse of a child or vulnerable adult must be reported to the Department of Human Services.
3. A judge may subpoena a client's records and may order the counselor to give testimony during a court hearing.
4. Third party payors, such as insurance companies, have a right to review a client's records.
5. Information may be used with third-parties (such as billing services, ect) in order to conduct business.
6. Delinquent accounts (accounts with balances longer than 90 days) may be turned over to a collection agency and demographic and contact information shared with that collection agency for the purpose of recoupment.
7. A non-custodial parent or other legal guardian, not involved in the counseling process, has the right to request counseling records and to contact and question the counselor about treatment concerning his or her child.
8. The Oklahoma Department of Health has the right to demand demographic information to conduct contract tracing for a communicable disease such as COVID-19.

### **You have the right to:**

1. Get a copy of your medical record.
2. Correct your paper or electronic medical record.
3. Ask us to limit the information we share.
4. Get a list of those with whom we've shared your information.
5. Choose someone to retrieve your record for you.
6. File a complaint if you believe your privacy rights have been violated.
7. Get a copy of this privacy notice.

You can file a complaint with the U.S. Department of Health and Human Services' Office for Civil Rights by sending a letter to

200 Independence Ave, SW., Washington, D.C. 20201,

calling 1-877-696-6775, or visiting

[www.hhs.gov/ocr/privay/hipaa/compliant](http://www.hhs.gov/ocr/privay/hipaa/compliant).

We will not retaliate against you for filing a complaint.

**For questions call or text (405) 440- 4043 and ask to speak with our Privacy Officer- Micah Perkins.**