

### **Notice of Privacy Practices**

This Notice of Health Information Privacy Practices (“Notice”) describes the personal information I collect, and how and when I use or share (“disclose”) that information. It also describes your rights as they relate to this protected health information.

#### **What is Protected Health Information?**

“Protected Health information” is any information that includes demographic information; information gathered by Lee Jacobs Riggs, LCPC related to your past, present, and future physical or mental health or condition; or past, present, or future payments for healthcare services.

#### **What does “Use and Disclosure” mean?**

“Use and Disclosure” refers to how your information may be used or when I may share your protected health information. There are some reasons that I am permitted or required to share your protected health information without your authorization or consent. These reasons are listed below.

#### **When and why do I use or share your protected health information?**

Your protected health information may be used and shared in order to:

- provide health care services to you, including providers that I refer you to for health services,
- collect payment for your health care services, and
- conduct routine healthcare operations at my office, such as quality control provider training.

I may rely on informal permission given by you verbally to share information with your family, relatives, friends or other persons identified by you, if that person is directly involved in your care or in paying for your care.

#### **Information disclosed without your consent**

The following list describes additional reasons that we are permitted or required to use and share your information without your authorization or consent. We will make every effort to use or share only the minimum amount of information necessary to meet the intended purpose or that is mandated by law in the following circumstances:

- In case of suspected child abuse, elder abuse, or dependant adult abuse, to the appropriate state or local agency.
- In a medical emergency situation, we may share your information with medical personnel only in order to prevent serious harm.
- If there is reason to believe that you intend to seriously harm yourself or someone else.
- To health oversight authorities, for example for the purpose of licensing, audits or investigations.
- In legal action, judicial or administrative proceedings, subject to certain requirements controlling how or when your information is shared.
- As required by federal, state or local law.

For more information, please go to the U.S. Health and Human Services website at [www.hhs.gov](http://www.hhs.gov).

#### **Your Health Information Rights**

The following is a list of your rights related to your protected health information. Each of the following rights may be limited in certain circumstances. Please contact the Privacy Officer for additional details.

- You can receive a copy of this Notice.
- You can request to inspect or obtain copies of your medical record or request that a copy of your medical record is provided to another person.
- You can suggest changes or corrections to your medical record if you feel that the information we have about you is incorrect or incomplete.
- You can obtain a list of the instances when your information was shared.
- You can request that we contact you about health matters in a certain way or at a certain location. For example, you can let us know if you prefer to receive mail at work instead of your home address or if you prefer to not have detailed information left on your voice mail.
- You can request a restriction or limitation on using or sharing your information for the purpose of providing treatment, collecting payment or our health care operations. We are not always required to agree to your request although we will do our best to accommodate it.
- You can revoke your authorization to disclose health information at any time.
- If you believe we have violated your privacy rights, you have the right to file a complaint in writing to me. I will not retaliate against you for filing a complaint.

This Notice is effective October 13, 2014 and will remain in effect until it is replaced or amended by changes in the law.