

Shore Counseling and Consulting Clinic

NOTICE OF POLICIES & PRACTICES PROTECTING THE PRIVACY OF HEALTH INFORMATION

Purpose

Information about your health is protected by federal law. The Health Insurance Portability and Accountability Act of 1996 (HIPAA) preserves your privacy by establishing guidelines for how protected health information can be used and disclosed. Shore Counseling and Consulting Clinic's (SCCC) Notice of Policies and Practices Protecting the Privacy of Health Information describes how SCCC may use and disclose your protected health information (PHI), and what privacy rights you have under the law.

Uses, Disclosures for Treatment, Payment, And Health Care Operations

With your consent, SCCC may use and/or disclose your PHI to facilitate your treatment, secure third-party payment for professional services, and/or assist with administering health care operations.

Treatment:

PHI may be used to coordinate or manage your health care and other services related to your treatment. Consulting with your family physician is an example.

Payment:

PHI is often required to obtain reimbursement for your healthcare. Many insurers require PHI to determine your eligibility for coverage.

Health Care Operations:

SCCC completes auditing activities that are required by state licensing agencies and managed care networks.

Uses and Disclosures Requiring Authorization

Authorization:

PHI may be used for purposes other than facilitating treatment, payment, and health care operations if appropriate authorization is obtained. An authorization is your written permission to disclose or release PHI to an outside source for purposes other than treatment. Release of psychotherapy notes to an attorney who is representing you in a legal matter is an example. Psychotherapy notes are given a greater degree of protection than general PHI.

Revoking Authorization:

You may revoke an authorization to disclose information at any time by providing a written request. You may not revoke an authorization made as a condition of obtaining insurance coverage when the law permits the insurer the right to contest a claim for benefits under the terms of your policy.

Disclosures Made WITHOUT Consent

- When child abuse/neglect is suspected
- When elder abuse is suspected
- When a Worker's Compensation claim is filed
- When there is a serious threat to your health and safety or to another person's health and safety
- When treatment information is court ordered in a judicial proceeding
- When audited by state licensing authorities for health oversight
- When clinician is consulting with another professional or receiving supervision regarding your

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treatment

SCCC Responsibilities

To Maintain PHI Privacy:

SCCC is required to maintain your PHI privacy rights under the law and to provide you notice of your rights.

Patient Rights

Right to Inspect and Copy:

Upon reasonable notice, you have the right to review and request copies of your treatment and billing records. Exceptions include psychotherapy process notations and psychological testing protocols. A nominal fee will be charged for copying records.

Right to Amend:

You have the right to request that information contained in your treatment records be amended if you believe it is incorrect or incomplete. The request must be in writing, and include the reason(s) or basis for amending the record. Your clinician will make the final decision regarding your request.

Right to an Accounting:

Upon request, a listing of any and all disclosures or treatment information will be provided. Listings will include what information was disclosed; for what purpose it was disclosed; to whom it was disclosed; and the date of the disclosure.

Right to Request Restrictions:

You have the right to request restrictions on uses and disclosures of protected health information. However, your clinician is not required to agree to honor your request.

Right to a Paper Copy:

You have the right to receive, upon request, a copy of the Shore Counseling and Consulting Clinic's Notice of Policies and Practices Protecting the Privacy and Health Information.

Right to Receive Confidential Communications by Alternative Locations:

You have the right to request and receive confidential communications of protected health information by alternative means and at alternative locations. For example, if you didn't want a family member to know you were receiving treatment, you could request that your fee statement be sent to an address other than your home.

Complaints

You have the right to file a complaint if you believe your privacy rights have been violated or if you disagree with a decision that has been made regarding access to your records. You cannot be threatened or penalized for filing a complaint. Individuals may register a complaint with Shore Counseling and Consulting Clinic's Privacy Officer, Dr. Pamela Prestby; the Wisconsin Division of Supportive Services; or may submit a written complaint to the Secretary of the U.S. Department of Health and Human Services.

Policy Effective Date

January 1, 2016 is the effective date of the Shore Counseling and Consulting Clinic's Privacy Policy Notice. Shore Counseling and Consulting Clinic reserves the right to change the terms and conditions of this notice at any time. In the event the terms and conditions of the notice are revised in any way, you will be informed by your clinician.