

HEALTH INSURANCE PORTABILITY & ACCOUNTABILITY ACT

NOTICE OF PRIVACY PRACTICES

This Notice of Privacy Practices as a requirement under the Privacy Rule of the Health Insurance Portability and Accountability Act (HIPPA) of 1996. Although Las Colinas Counseling Center has always had privacy and patient confidentiality standards in place to limit unauthorized access or disclosure of personal health information, the new privacy rule provides additional safeguards for ensuring that health information is adequately protected and is used to provide quality patient care.

The Notice explains how Las Colinas Counseling Center may use and share your personal health information to carry out treatment, payment of services and health care operations. Other reasons permitted or required by law are also referred to in the notice. The notice explains your rights to read and control your protected health information and explains the responsibility Las Colinas Counseling Center has to protect you.

Personal health information may be about your past, present, or future physical or mental health or condition related to health care services. It could include your age, ethnicity, or other personal statistics. You have the right to do the following.

- Read and copy your personal health information,
- Ask for limits to be put on the use or sharing of your health information,
- Ask that communication about your personal health information be done through ways that further protect your privacy,
- Ask to have corrections made to your personal health information, and
- Get a listing of where and when your personal health information was shared.

HOW WE MAY USE OR DISCLOSE YOUR PROTECTED HEALTH INFO

Following are examples of permitted uses and disclosure of your protected health information. These examples are not exhaustive:

Required Uses and Disclosures

By law, we must disclose your health information to you unless it has been determined by a competent medical authority that it would be harmful to you.

Treatment

We will use and disclose your protected health information to provide, coordinate, or manage your health care and any related services. This includes the coordination or management of your health with a third party. We may disclose your protected health information from time to time to another physician, or provider who becomes involved in your care by providing assistance with your diagnosis or treatment. This includes

pharmacists who may be provided information on other drugs you have been prescribed to identify potential interactions.

In emergencies, we will use and disclose your protected health information to provide the treatment required.

Payment

Your protected health information will be used to obtain payment for your health care services. This may include certain activities that Las Colinas Counseling Center might undertake that may need insurance approval before insurance will pay (reviewing services provide to determine medical necessity.)

Health Care Operations

Las Colinas Counseling Center may use or disclose your protected health information to support the daily activities related to health care. These activities include, but are not limited to, quality assessment activities, investigations, training of students, and conducting or arranging for other health care related activities.

Public Health

We may disclose your protected health information to a public health authority who is permitted by law to collect or receive the information. The disclosure may be necessary to do the following:

- Prevent or control disease, injury, or disability,
- Report child abuse or neglect,
- Report reactions to medications or problems with products,
- Notify a person who may have been exposed to a disease or may be at risk for contracting the disease,
- Notify the appropriate government authority if we believe a patient is the victim of abuse, neglect, or domestic violence as required by law.

Communicable Diseases

Las Colinas Counseling may disclose your protected health information, if authorized by law, to a person who might have been exposed to a communicable disease or might otherwise be at risk for contracting or spreading the disease or condition.

Health Oversight

Las Colinas Counseling Center may disclose protected health information to a health oversight agency for activities authorized by law, such as audits, investigations, and inspections. These health oversight agencies might include government agencies that oversee the health care system, government benefit programs, other government regulatory programs, and civil rights laws.

Food and Drug Administration

Las Colinas Counseling may disclose your protected health information to a person or company required by the Food and Drug Administration to do the following:

- Report adverse events, product defects, or problems and biologic product deviations.
- Track products.
- Enable product recalls.
- Make repairs or replacements.
- Conduct post-marketing surveillance as required.

Legal Proceedings

Las Colinas Counseling Center may disclose protected health information during any judicial or administrative proceeding, in response to a court order and in certain conditions in response to a subpoena, discovery request, or other lawful process.

Law Enforcement

Las Colinas Counseling Center may disclose protected health information for law enforcement purposes, including the following:

- Responses to legal proceedings
- Information requests for identification and location
- Circumstances pertaining to victims of a crime
- Deaths suspected from criminal conduct
- Crimes occurring at Las Colinas Counseling Center
- Medical emergencies

**Las Colinas Counseling Center
1075 Kinwest Parkway Suite 107
Irving Texas 75063**

Acknowledgement of Receipt of Notice of Privacy Practices

I have received a copy of the office's Notice of Privacy Practices, which explains how my medical information will be used and disclosed.

Signature of Patient or Personal Representative

Date

Name of Patient or Personal Representative