



MELISSA PRESTON COUNSELING

web. www.melissaprestoncounseling.com

email. melissaprestoncounseling@gmail.com

phone. 303.489.9269

address. 975 Lincoln St. Suite 202 Denver, CO 80203

HIPAA SHORT FORM NOTICE OF PRIVACY PRACTICES

I understand that information about you and your mental health is personal. I am committed to protecting that information. During your treatment with me, I create records, a Clinical Record and Psychotherapy Notes. The Clinical Record helps to provide you with quality care and to comply with certain legal requirements. The Psychotherapy Notes are kept in a separate file and are for the therapist's own use. These notes are designed to assist in providing you a high quality clinical experience during the therapy process. These notes are not released unless specifically authorized by you on a separate release. This Notice applies to any records generated by this office and will explain how we use and disclose your health information, your rights to the health information I keep about you, and describe the obligations I have regarding the use and disclosure of your health information.

I am required by law to:

- Make sure that health information that identifies you is kept private
- Give you this Notice and follow the terms of the Notice that is currently in effect

How I may use and disclose health information about you

- For treatment
- For payment
- For health care operations
- For medical emergencies
- For appointment reminders
- As required by law
- To avert a serious threat to health and safety
- Lawsuits and disputes

Your rights regarding health information about you:

- Right to inspect and copy
- Right to amend
- Right to revoke an authorization
- Right to file a complaint
- Right to request restrictions
- Right to request confidential communications

- Right to an accounting of disclosures
- Right to provide authorization for other uses
- Right to a copy of this notice
- Right to a copy of the long notice upon request

Electronic Records:

I protect your Electronic Personal Health Information (e-PHI) with reasonable administrative, technical, and physical safeguards to ensure its confidentiality, integrity, and availability. In accordance with the HIPAA Security Rule, I have policies and procedures in place regarding the creation, use, storage, transmission, and destruction of your e-PHI in electronic media. Through the use of passwords, encryption, firewalls, virus software, and appropriate destruction techniques, I make every attempt to prevent unauthorized or inappropriate access, use, or disclosure of your e-PHI.

Changes to this Notice:

I reserve the right to change this Notice. I will post a copy of the current Notice with the current effective date both in our facility and on my website: <http://melissaprestoncounseling.com>

Complaints:

If you are concerned that your privacy rights have been violated, or if you disagree with a decision that has been made about access to your records, you may contact the privacy officer:

Melissa Preston
975 Lincoln Street, Suite 205
Denver, CO, 80203
303-489-9269

You may also send a written complaint to the Secretary of the U.S. Department of Health and Human Services. Complaints can be filed online at: <http://cms.hhs.gov/hipaa/hipaa2/default.asp> or can be mailed to:

HIPAA Complaint
7500 Security Blvd.C5-24-04
Baltimore, MD 21244