



## Notice of Privacy Practices

**THIS NOTICE DESCRIBES HOW MEDICAL INFORMATION ABOUT YOU MAY BE USED AND DISCLOSED AND HOW YOU CAN GET ACCESS TO THIS INFORMATION. PLEASE REVIEW THIS NOTICE CAREFULLY.**

Your health record contains personal information about you and your health. This information may identify you and that relates to your past, present, or future physical or mental health condition, and related health care services are referred to as Protected Health Information (PHI). This Notice of Privacy Practices describes how we may use and disclose your PHI in accordance with applicable law and the *NASW Code of Ethics*. It also describes your rights regarding how you may gain access to and control your PHI.

I am required by law to maintain the privacy of PHI and to provide you with notice of my legal duties and privacy practices with respect to PHI. I am required to abide by the terms of this Notice of Privacy Practices. I reserve the right to change the terms of this Notice of Privacy Practices at any time. Any new Notice of Privacy Practices will be effective for all PHI that I maintain at that time. I will provide you with a copy of the revised Notice of Privacy Practices by posting a copy on my website, sending a copy to you in the mail, or providing one to you at your next appointment.

### **HOW I MAY USE AND DISCLOSE HEALTH INFORMATION ABOUT YOU**

**For Treatment:** Your PHI may be used and disclosed by those who are involved in your care for the purpose of providing, coordinating, or managing health care treatment and related services. This includes consultation with clinical supervisors or other treatment team members. I may disclose PHI to any consultant only with your authorization.

**For Payment:** I may use and disclose PHI so that I can receive payment for the treatment services provided to you. This will only be done with your authorization. Examples of payment-related activities are: making a determination of eligibility or coverage for insurance benefits, processing claims with your insurance company, reviewing services provided to you to determine medical necessity, or undertaking utilization review activities. If it becomes necessary to use collection processes due to lack of payment for services, we will disclose the minimum amount of PHI necessary for purposes of collection.

**For Health Care Operations:** I may use or disclose, as needed, your PHI in order to support my business activities including, but not limited to, quality assessment activities, employee review activities, licensing, and conducting or arranging for other business activities. For example, I may share your PHI with third parties that perform various business activities (i.e. billing or typing services) provided we have a written contract with the business that requires it to safeguard the privacy of your PHI. For training or teaching purposes PHI will be disclosed only with your authorization.

**Required by Law:** Under the law, I must make disclosures of your PHI to you upon your request. In addition, I must make disclosures to the Secretary of the Department of Health and Human Services for the purposes of investigating or determining my compliance with the requirements of the Privacy Rule.



**Without Authorization:** Applicable law and ethical standards permit me to disclose information about you without your authorization only in a limited number of other situations. The types of uses and disclosures that may be made without your authorization are those that are:

- \*Required by law, such as the mandatory reporting of child or elder abuse or neglect or mandatory government agency audits or investigations (such as the social work licensing board or the health department).
- \*Required by court order
- \*Necessary to prevent or lessen a serious and imminent threat to the health or safety of a person or the public, If information is disclosed to prevent or lessen a serious threat, it will be disclosed to a person or persons responsibly able to prevent or lessen the threat, including the target if the threat.

**Verbal Permission:** I may use or disclose your information to family members that are directly involved in your treatment with your verbal permission.

**With Authorization:** Uses and disclosures not specifically permitted by applicable law will be made only with your written authorization, which may be revoked.

**Your Rights Regarding Your PHI:** You have the following right regarding PHI that I maintain about you. To exercise any of these rights, please submit your request in writing to Rachel E.S. Wright, LCSW, 3166 N. Lincoln Ave, Suite 205, Chicago, IL, 60657:

- \***Right of Access to Inspect and Copy:** You have the right, which may be restricted only in exceptional circumstances, to inspect and copy PHI that may be used to make decisions about your care. Your right to inspect and copy PHI will be restricted only in situations where there is compelling evidence that access would cause serious harm to you. I may charge a reasonable, cost-based fee for copies.
- \***Right to Amend:** If you feel that the PHI I have about you is incorrect or incomplete, you may ask me to amend the information, although I am not required to agree to the amendment.
- \***Right to an Accounting of Disclosures:** You have a right to request an accounting of the disclosures I make of your PHI. I may charge you a reasonable fee if you request more than one accounting in any 12-month period.
- \***Right to Request Restrictions:** You have the right to request a restriction or limitation on the use or disclosure of your PHI for treatment, payment, or healthcare operations. I am not required to agree to your request.
- \***Right to Request Confidential Communication:** You have the right to request that I communicate with you about medical matters in a certain way or at a certain location.
- \***Right to a copy of the Notice:** You have the right to a copy of this Notice.

**Complaints:**

If you believe I have violated your privacy rights, you have the right to file a complaint in writing to Rachel E.S. Wright, LCSW, 3166 N. Lincoln Avenue, Suite 205, Chicago, IL, 60657 or with the Secretary of Health and Human Services at 200 Independence Avenue, S.W. Washington, D.C. 20201 or by calling (202) 619-0257. **I will not retaliate against you for filing a complaint.**

**The effective date of this Notice is February 13, 2013.**