



Arising Serenity, LLC
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NOTICE OF PRIVACY PRACTICES

A. Introduction

This Notice will tell you about how your therapist handles information obtained about you. The Health Insurance Portability and Accountability Act of 1996 (HIPAA) requires you be informed about how I use information here in this office, how I share it with other professionals and how you can have access to it. Because this law and the laws of this state are very complicated we have simplified some parts. If you have any questions or want to know more, please ask.

B. What is meant by your medical information?

Each time you visit this or any other doctor's office, information is collected about your physical or mental health. It may be information about your past and present health conditions or the treatment you receive for them. The information your therapist collects from you is called Protected Health Information (PHI). This information goes into your health care file. It may contain information about your history, presenting concerns, diagnosis, treatment plan, legal information, treatment by other professionals, school records, and/or billing information. Your therapist uses this data to plan for your care, to verify services received for your health insurance company and to aid in the consultation with other professionals involved in your situation.

C. Privacy and Laws

The HIPAA law requires your therapist to keep your PHI private and to give you this Notice which is called the Notice of Privacy Practices, or NPP. Your therapist will obey the rules of this notice as long as it is in effect and you will be notified of any changes.

D. What Happens to your Protected Health Information?

When your PHI is read by the therapist that compiled it, or any other employees of the therapist, it is legally called "use." If the information is shared with other outside professionals, that is legally called, "disclosure." In contact with other parties, your therapist will disclose only the minimum information needed for the purpose. The law gives you the right to know about your PHI, understand how it is used and control how it is disclosed. *Your written permission is required for the disclosure of your PHI* except in special circumstances.



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1. Uses and disclosures of PHI in health care with your consent.

After you read this notice you will be asked to sign a separate Consent form to allow your therapist to use and share your PHI. In almost all cases your therapist will use your PHI as described above: to provide, plan and coordinate treatment or arrange billing. These routine purposes are called TPO.

This Notice and the consent form allow me to use and disclose your PHI for TPO. Under the regulations of HIPAA, your therapist cannot treat you without a signed consent. If your therapist wants to use your information for any other purposes, she will require your permission on an Authorization form. Furthermore, you can cancel or withdraw your permission at any time, by doing so in writing. Of course, your therapist cannot take back any information she has already disclosed with your previous consent.

2. Uses and disclosures of PHI NOT requiring consent.

In rare cases the law requires therapists to disclose some of your PHI without your consent. Your therapist is required to report suspected child abuse and elder abuse. In addition, your therapist must disclose portions of your PHI if she believes you are likely to harm yourself or someone else. Finally, if you are involved in a lawsuit or a legal proceeding and your therapist receives a subpoena, discovery request or other lawful processes, she may have to release some or all of your PHI to comply. This would happen only after you have been told about the request. When information on your PHI has been released without your consent, you are entitled to obtain records about what and how that information was conveyed.

E. Access to your PHI:

Although your health record is the physical property of the healthcare practitioner or facility that collected it, the information belongs to you. You are entitled to review it. If you want a copy one can be provided but you may be charged for the costs of reproducing and mailing it. In some situations, you may not be able to see all that is in your records. **Your PHI will not contain process notes from individual therapy sessions, but rather a summary of progress and treatment.** In you have specific questions about your therapist's treatment plan or diagnostic impression; it is most helpful to speak about that directly.

F. Electronic Information:



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Your insurance company may require portions of your PHI to be transmitted electronically through fax or email.

G. Further Information

These policies are effective as of April 15, 2003. In you need more information or have questions about the privacy practice described above please speak to your therapist (privacy officer.) If you have a problem with how your PHI has been handled or if you believe your privacy rights have been violated, let me know. You have a right to file a complaint with me and with the secretary of the federal department of Health and Human Services. No action will be taken against you if you complain.