

HIPPA 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.

This private counseling practice has been and will always be **TOTALLY COMMITTED TO MAINTAINING CLIENTS' CONFIDENTIALITY**. We will only release healthcare information about you in accordance with federal and state laws and ethics of the counseling profession.

This notice describes our best policies related to the use and disclosure of your healthcare information.

Uses and disclosures of your health information for the purposes of providing services: Providing treatment services, collecting payment and conducting healthcare operations are necessary activities for quality care. State and federal laws allow and sometimes require or mandate us to use and disclose your health information for these purposes.

TREATMENT: We may need to use or disclose health information about you to provide, manage or coordinate your care or related services. This could include consultants and potential referral sources.

PAYMENT: Information needed to verify insurance coverage and / or benefits with your insurance carrier, to process your claims as well as information needed for billing and collection purposes. We may bill the person in your family who pays for your insurance.

We may employ other people to assist us with our billing. If this is done, those individuals are held to the same confidentiality standards and must sign an agreement saying such.

HEALTHCARE OPERATIONS: We may need to use information to review our treatment procedures and business activity. Information may be used for certification, compliance and licensing activities.

OTHER USES OR DISCLOSURES WHICH DO NOT REQUIRE YOUR CONSENT:

There are some instances where we may be required to use and disclose information without your consent. For example, but not limited to: information you and / or your child or children report about physical or sexual abuse: Then by MS STATE LAW, we are obligated to report this to the Department of Children and Family Services; if you provide information that informs us that you are in danger of harming yourself or others:

information to remind you of or to reschedule appointments or treatment alternatives; information shared with law enforcement if a crime is committed on our premises or against anyone at this place of business or as required by law such as a subpoena or court order; if you make a valid threat of harm, with intent, to *someone else*.

I / We have read and understand this Notice of Privacy Practice

Signature

Date