

Notice of Privacy Practices for Pathways Counseling Center

This notice is to inform you about how your medical information may be used and disclosed. It also describes the rights you have to access your personal health information. Please keep this copy.

The Health Insurance Portability and Accountability Act of 1996 (HIPAA) is a federal program that requires that all medical records and other individually identifiable health information used or disclosed by us in any form, whether electronically, on paper, or orally are kept properly confidential. This Act gives you, the patient, rights to understand and control how your health information is used. HIPAA provides penalties for misuse of personal health information.

We will disclose your medical records for the following purposes:

- Providing, coordinating, or managing your treatment
- Billing for services, confirming coverage, collection activities or seeking treatment authorization from your insurance company.
- Business operations involved in running our practices, which could include insurance, government and internal audits or assessments.

Please note we may contact you to provide you with appointment information or information about your treatment.

Any other disclosures will be made only with your written authorization via our *Release of Information* form. You may revoke such authorizations in writing and we are required to honor and abide by that written request.

You may present a written request to the Privacy Officer to exercise the following rights:

- The right to request restrictions on certain uses and disclosures of protected health information, including those related to disclosures to family members, other relatives, close personal friends, or any other person identified by you. If we agree to a restriction, we must abide by it unless you submit a written request to remove it.
- The right to reasonable request to receive confidential communications of protected health information from us by alternative means or at alternative locations.
- The right to inspect a copy of your protected health information.
- The right to request that your file must be amended if you believe information is incorrect or missing. This request must be made in writing.
- The right to receive an accounting of your disclosed protected health information.
- The right to obtain an additional copy of this notice upon request.

The Following is a list of uses and disclosures permitted by HIPAA without an authorization:

- Reporting Child abuse or neglect
- Complying with a court order or subpoena
- State mandated disclosure of deceased patients
- Medical emergencies may necessitate disclosure to prevent serious harm.
- Disclosure to legally authorized overseeing agencies for audits, investigations, or inspections.
- Disclosure to authorized officials in government for national security and intelligence reasons.
- Disclosure to legally authorized public health officials for the purpose of preventing and controlling disease.
- Disclosure to prevent a serious imminent threat to the health or safety of a person or the public.

We reserve the right to change the terms of our Notice of Privacy Practices and to make the new notice provisions immediately effective for all protected health information that we maintain. We will post any amendments to this notice and you may request a written copy of any revisions from our office at any time.

If you feel that your privacy protections have been violated you have the right to file a written complaint with our office or with the Dept. of Health and Human Services, Office of Civil Rights. **We will not retaliate against you for filing a complaint.**

If you believe we have violated your rights, you have the right to file a complaint in writing with the Privacy Officer at our clinic or with the Secretary of Health and Human Services:

Pathways Counseling Center

Faye Abler
13105 W. Bluemound Rd. Suite 100
Brookfield, WI 53005
262-641-9790 Ext. 31

Dept of Health and Human Services

Office of Civil Rights
200 Independence Avenue S.W.
Washington, D.C. 20201
202-619-0257