

HIPAA Notice of Privacy Practices

How I Collect Information About You: I collect data through a variety of means including but not necessarily limited to letters, phone calls, emails, voice mails, and from the submission of applications that is required by law.

What I Do Not Do With Your Information: Information about your financial situation and medical conditions and care that you provide to me in writing, via email, on the phone (including information left on voice mails), contained in or attached to applications, or directly or indirectly given to me, is held in strictest confidence.

I do not give out, exchange, barter, rent, sell, lend, or disseminate any information about applicants or clients who apply for or actually receive our services that is considered patient confidential, is restricted by law, or has been specifically restricted by a patient/client in a signed HIPAA consent form.

How I Do Use Your Information: Information is only used as is reasonably necessary to process your application or to provide you with health or counseling services which may require communication between me and health care providers, medical product or service providers, pharmacies, insurance companies, and other providers necessary to verify your medical information is accurate.

The law requires me to reveal some confidential information if I believe that a minor child or elderly person or disabled person may be the victim of neglect or abuse. I am required to surrender confidential information if ordered to do so by a court. I am required to notify the authorities if I believe that a particular person is in clear and immediate danger of being harmed.

THIS IS YOUR COPY

Please take it home with you.

Revision Date: 09/01/2011