



818-804-0322

## **NOTICE OF PRIVACY PRACTICES (NPP)(Hipaa) –Brief Version**

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

### **My commitment to your privacy**

My practice is dedicated to maintaining the privacy of your personal health information as part of providing professional care. I also am required by law to keep your information private. These laws are complicated, but I must give you this important information. This form is a shorter version of the full, legally required NPP. You can find the full version at:

[www.hhs.gov/ocr/privacy/hipaa/understanding/summary/index.html](http://www.hhs.gov/ocr/privacy/hipaa/understanding/summary/index.html)

OR

[www.hipaa.org](http://www.hipaa.org)

I will use the information about your health which I get from you or from others mainly to provide you with **treatment**, to arrange **payment** for our services, and for some other business activities which are called, in the law, health care **operations**. After you have read this NPP I will ask you to sign a Consent Form to let me use and share your information. If you do not consent and sign this form, I cannot treat you.

If I or you want to use or disclose (send, share, release) your information for any other purposes I will discuss this with you and ask you to sign an Authorization form to allow this.

Of course I will keep your health information private but there are some times when the laws require me to use or share it. For example:

1. When there is a serious threat to your health and safety or the health and safety of another individual or the public. I will only share information with a person or organization who is able to help prevent or reduce that threat.
2. Some lawsuits and legal or court proceedings.
3. If a law enforcement official requires to do so.

4. For Workers Compensation and similar benefit programs.

There are some other situations like these but which don't happen very often. They are described in the longer version of the NPP that you received a copy of.

**Your rights regarding your health information**

1. You can ask me to communicate with you about your health and related issues in a particular way or at a certain place which is more private for you. For example, you can ask me to call you at home and not at work to schedule or cancel an appointment. I will try my best to do as you ask.

2. You have the right to ask me what I tell people involved in your care or that payment for your care, such as family members and friends.

3. You have the right to look at the health information I have about you such as your medical and billing records.

4. If you believe the information in your records is incorrect or missing important information you can ask me to make some kinds of changes (called amending) to your health information. You have to make this request in writing and tell me the reasons you want to make the changes.

5. You have the right to a copy of this notice. If I change this NPP I will post the new version in my waiting room.

6. You have the right to file a complaint if you believe your privacy rights have been violated. You can file a complaint with the Secretary of the Department of Health and Human Services or with the Board of Licensed Professional Counselors & Therapist. All complaints must be in writing. Filing a complaint will not change the health care I provide to you in any way.