



INNOVATIVE FAMILY THERAPY

HIPAA Notice of Privacy Practices

Innovative Family Therapy

Effective Date: June 1, 2014

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.

Available on our website at www.innovativefamilytherpay.com, under getting started section. Click on tab labeled HIPPA.

If you have any questions about this notice, please contact your Innovative Family Therapy. Please note that this notice is required by Federal law, and the information it contains is mandated by that law. If you have any questions about how your Protected Health Information (PHI) is used, please contact me.

Innovative Family Therapy and the independently contracted therapists are required by law to maintain the privacy and security of your protected health information ("PHI") and to provide you with this Notice of Privacy Practices ("Notice"). Innovative Family Therapy must abide by the terms of this Notice, and must notify you if a breach of your unsecured PHI occurs. Innovative Family Therapy can change the terms of this Notice, and such changes will apply to all parts of this form. The new Notice will be available upon request, and on Innovative Family Therapy website. The website will always have the most recent version. www.innovativefamilytherapy.com

Except for the specific purposes set forth below, Innovative Family Therapy and its independently contracted therapists will use and disclose your PHI only with your written authorization ("Authorization"). It is your right to revoke such Authorization at any time by giving your therapist written notice of your revocation.

Uses (Inside Practice) and Disclosures (Outside Practice) Relating to Treatment, Payment, or Health Care Operations Do Not Require Your Written Consent. Innovative Family Therapy and its independently contracted therapists can use and disclose your PHI without your Authorization for the following reasons:

- 1. For your treatment.** Innovative Family Therapy and its independently contracted therapists can use and disclose your PHI to treat you, which may include disclosing your PHI to another health care professional. For example, if you are being treated by a physician or a psychiatrist, Innovative Family Therapy can disclose your PHI to him or her to help coordinate your care. Therapists will ask for written authorization to do so.
- 2. To obtain payment for your treatment.** Innovative Family Therapy and its independently contracted therapists can use and disclose your PHI to bill and collect payment for the treatment and services provided by me to you. For example, Innovative Family Therapy and its contracted therapists might send your PHI to your insurance company to get paid for the health care services that they have provided to you, although preference is for you to give an Authorization to do so.
- 3. For health care operations.** Innovative Family Therapy and its independently contracted therapists can use and disclose your PHI for purposes of conducting health care operations pertaining to their practice, including contacting you when necessary. For example, Innovative Family Therapy and its



INNOVATIVE FAMILY THERAPY

contracted therapists may need to disclose your PHI to an attorney to obtain advice about complying with applicable laws.

Certain Uses and Disclosures Require Your Authorization.

1. **Psychotherapy Notes.** therapists do not keep “psychotherapy notes”. Therapists keep a record of your treatment and you may request a copy of such record at any time, or you may request that your therapist prepare a summary of your treatment. There may be reasonable, cost-based fees involved with copying the record or preparing the summary.
2. **Marketing Purposes.** Innovative Family Therapy and its independently contracted therapists will not use or disclose your PHI for marketing purposes. Marketing is defined as receiving financial remuneration for communicating about other businesses’ health-related services or products to patients.
3. **Sale of PHI.** Innovative Family Therapy and its independently contracted therapists will not sell your PHI.

Certain Uses and Disclosures Do Not Require Your Authorization. Subject to certain limitations mandated by law, Innovative Family Therapy and its independently contracted therapists can use and disclose your PHI without your Authorization for the following reasons:

1. When disclosure is required by state or federal law, and the use or disclosure complies with and is limited to the relevant requirements of such law.
2. For public health activities, including reporting suspected child, elder, or dependent adult abuse, or preventing or reducing a serious threat to anyone’s health or safety.
3. For health oversight activities, including audits and investigations.
4. For judicial and administrative proceedings, including responding to a court or administrative order, although preference is to obtain an Authorization from you before doing so.
5. For law enforcement purposes, including reporting crimes occurring on Innovative Family Therapy premises.
6. To coroners or medical examiners, when such individuals are performing duties authorized by law.
7. Specialized government functions, including, ensuring the proper execution of military missions; protecting the President of the United States; conducting intelligence or counter intelligence operations; or, helping to ensure the safety of those working within or housed in correctional institutions.
9. For workers’ compensation purposes. Although preference is to obtain an Authorization from you, Innovative Family Therapy and its independently contracted therapists may provide your PHI in order to comply with workers’ compensation laws.
10. Appointment reminders and health related benefits or services. Innovative Family Therapy and its independently contracted therapists may use and disclose your PHI to contact you to remind you that you have an appointment with your therapist. Innovative Family Therapy and its independently contracted therapists may also use and disclose your PHI to tell you about treatment alternatives, or other health care services or benefits that are offered.

Certain Uses and Disclosures Require You to Have the Opportunity to Object.



INNOVATIVE FAMILY THERAPY

1. Disclosures to family, friends, or others. Innovative Family Therapy and its independently contracted therapists may provide your PHI to a family member, friend, or other person that you indicate is involved in your care or the payment for your health care, unless you object in whole or in part. The opportunity to consent may be obtained retroactively in emergency situations.

YOUR RIGHTS YOUR REGARDING YOUR PHI

You have the following rights with respect to your PHI:

1. The Right to Request Limits on Uses and Disclosures of Your PHI. You have the right to ask Innovative Family Therapy and its independently contracted therapists not to use or disclose certain PHI for treatment, payment, or health care operations purposes. Innovative Family Therapy and its independently contracted therapists not required to agree to your request, and may say “no” if they believe it would affect your health care.

2. The Right to Request Restrictions for Out-of-Pocket Expenses Paid for In Full. You have the right to request restrictions on disclosures of your PHI to health plans for payment or health care operations purposes if the PHI pertains solely to a health care item or a health care service that you have paid for out-of-pocket in full.

3. The Right to Choose How Innovative Family Therapy and its independently contracted therapists Send PHI to You. You have the right to ask Innovative Family Therapy and its independently contracted therapists to contact you in a specific way (for example, home or office phone) or to send mail to a different address, and Innovative Family Therapy and its independently contracted therapists will agree to all reasonable requests.

4. The Right to See and Get Copies of Your PHI. Other than “psychotherapy notes,” you have the right to get an electronic or paper copy of your medical record and other information that Innovative Family Therapy and its independently contracted therapists have about you. Innovative Family Therapy and its independently contracted therapists will provide you with a copy of your record, or a summary of it, if you agree to receive a summary, within 30 days of receiving your written request, and may charge a reasonable, cost based fee for doing so.

5. The Right to Get a List of the Disclosures Made. You have the right to request a list of instances in which Innovative Family Therapy and its independently contracted therapists have disclosed your PHI for purposes other than treatment, payment, or health care operations, or for which you provided me with an Authorization. I will respond to your request for an accounting of disclosures within 60 days of receiving your request. The list will include disclosures made in the last 4 years unless you request a shorter time. This list will be provided to you at no charge, but if you make more than one request in the same year, Innovative Family Therapy and its independently contracted therapists will charge you a reasonable cost based fee for each additional request.

6. The Right to Correct or Update Your PHI. If you believe that there is a mistake in your PHI, or that a piece of important information is missing from your PHI, you have the right to request that Innovative Family Therapy and its independently contracted therapists correct the existing information or add the missing information. Innovative Family Therapy and its independently contracted therapists may say “no” to your request, but will tell you why in writing within 60 days of receiving your request.

7. The Right to Get a Paper or Electronic Copy of this Notice. You have the right get a paper copy of this Notice, and you have the right to get a copy of this notice by e-mail. And, even if you have agreed to receive this Notice via e-mail, you also have the right to request a paper copy of this form.



INNOVATIVE FAMILY THERAPY

COMPLAINTS:

If you feel a therapist has violated your privacy rights, you have the right to file a complaint. Innovative Family Therapy and its independently contracted therapist's requests that you file a complaint with our office initially to allow us the opportunity to discuss this concern. To contact our office please contact Chelsey Gorham at 502-612-9129. All complaints must be made in writing. You will not be penalized for filing a complaint.

You can also file a complaint with the U.S. Department of Health and Human Services Office for Civil Rights.

Client has accepted _____ or declined _____ a copy of this form.

Client signature _____ Date: _____