

Client HIPAA Form

NOTICE OF PRIVACY PRACTICES SUMMARY OF NOTICE

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.

CLIENT NAME: _____

**Audrey Simmons LMHC PA
Audrey Simmons, LMHC
407-865-2722**

Our commitment to your privacy

Audrey Simmons, LMHC, PA, Audrey Simmons, LMHC keeps medical information about you. This information is personal and private. We utilize this information when we treat you within our organization or refer you for treatment elsewhere. To coordinate care outside of our organization, we will have you complete an Authorization to Release/Obtain information form.

Under health care law, each client has certain rights to the medical information kept by Audrey Simmons, LMHC, PA, Audrey Simmons, LMHC. These rights are:

- Access – You can request to view your medical information.
- Restriction – You can ask to limit who has access to your medical information. You can ask to limit what information is sent out of Audrey Simmons, LMHC, PA, Audrey Simmons, LMHC
- Accounting – You can request to review the list of places where your medical information has been sent.
- Amending – You can request that changes be made to your medical information if you feel that there are inaccuracies.

A complete notice with explanations of uses, disclosures, rights and information on how to file a privacy complaint is available at your request.

A client also has the right to file a complaint regarding privacy of their medical information with The Secretary of Health and Human Services toll free at 1-877-696-6775.

Florida Statutes Florida statutorily grants patients the right of access to medical records maintained by health care practitioners. The disclosure of client information by providers is generally prohibited without the client's consent, subject to specified exceptions. Florida also has numerous laws protecting the confidentiality of health information held by a variety of entities and government agencies.

Notice of Privacy Practices Required by Federal Law Including Privacy Protections under Florida State Law

The HIPAA Privacy rules are preempted by state law, which includes Florida Law

Signed client consent is required for most communication of health information.

A summary report may be provided instead of complete psychotherapy notes.

In general, medical records may not be furnished to and the medical condition of a client may not be discussed with any person other than the client, the client's legal representative, or other health care practitioners and providers involved in the care and treatment of the client without the client's written authorization.

The HIPAA Privacy Practices

1. **PURPOSE:** Audrey Simmons, LMHC, PA, Audrey Simmons, LMHC and its professional staff, employees, and trainees follow the privacy practices described in this Notice. Audrey Simmons LMHC, PA, Audrey Simmons, LMHC keeps your mental health information in records that will be maintained and protected in a confidential manner, as required by law. Please

note that in order to provide you with the best possible care and treatment, all professional staff involved in your treatment and employees involved in the health care operations of the agency may have access to your records.

2. **WHAT ARE TREATMENT AND HEALTH CARE OPERATIONS**

Your treatment includes sharing information among health care providers who are involved in your treatment. For example, if you are seeing both a physician and a psychotherapist, they may share information in the process of coordinating your care. Treatment records may be revealed as part of an on-going process directed toward assuring the quality of our operations. Staff dedicated to quality assurance may access clinical records periodically to verify that our standards are met.

3. **HOW WILL Audrey Simmons, LMHC, PA, Audrey Simmons, LMHC USE MY PROTECTED HEALTH INFORMATION?**

Your personal mental health record will be retained by Audrey Simmons LMHC, PA, Audrey Simmons, LMHC for approximately ten years after your last clinical contact with our professional staff. After that time has elapsed the record will be shredded or otherwise destroyed in a way that protects your privacy. Until the records are destroyed they may be used, unless you request restrictions on a specific use or disclosure, for the following purposes:

- Appointment reminders;
- Notification when an appointment is cancelled or rescheduled by us;
- As may be required by law;
- For public health purposes such as reporting of child or elder abuse or neglect; reporting reactions to medications; infectious disease control; notifying authorities of suspected abuse, neglect, or domestic violence (if agreed or as required by law);
- Mental health oversight activities, e.g., audits, inspections or investigations of administration and management of Audrey Simmons, LMHC, PA, Audrey Simmons, LMHC;
- Lawsuits and disputes (We will attempt to provide you advance notice of subpoena before disclosing information from your record);
- Law enforcement (e.g., in response to a court order or other legal process) to identify or locate an individual being sought by authorities; about a victim of a crime under restricted circumstances; about a death that may be the result of criminal conduct; about criminal conduct that occurred in the facility; when emergency circumstances occur relating to a crime;
- To prevent a serious threat to health or safety;
- To carry out treatment and health care operations functions through transcription and billing services;
- To military command authorities if you are a member of the armed forces or a member of a foreign military authority;
- National security and intelligence activities;
- Protection of the President or other authorized persons for foreign heads of state, or to conduct special investigations.
- Progress Notes that are kept separate from the medical record enjoy special protection.

The term Progress Notes excludes medication prescription and monitoring, counseling session start and stop times, the modalities and frequencies of treatment furnished, results of clinical tests, and any summary of the following items: diagnosis, functional status, the treatment plan, symptoms, prognosis and progress to date, employment, application, utilization, and examination results.

Alcohol and drug abuse information has special privacy protections. Audrey Simmons, LMHC, PA, Audrey Simmons, LMHC will not disclose any information identifying an individual as being a client or provide any mental health or medical information relating to a client's substance abuse treatment unless: (i) the client consents in writing; (ii) a court order requires disclosure of the information; (iii) medical personnel need the information to meet a medical emergency; (iv) qualified personnel use the information for the purpose of conducting research, management audits, or program evaluation; or (v) it is necessary to report a crime or a threat to commit a crime or to report abuse or neglect as required by law.

4. **YOUR AUTHORIZATION IS REQUIRED FOR OTHER DISCLOSURES.** Except as described previously, Audrey Simmons, LMHC, PA, Audrey Simmons, LMHC will not use or disclose information from your record unless you authorize our facility to do so in writing. You may revoke your permission, which will be effective only after the date of your written revocation.

5. **YOU HAVE RIGHTS REGARDING YOUR PROTECTED HEALTH INFORMATION.**

You have the following rights regarding your health information provided that you make a written request to invoke the right on the form provided by Audrey Simmons, LMHC, PA, Audrey Simmons, LMHC:

- Right to request restriction. You may request limitations on your mental health information we may disclose, but we are not required to agree to your request. If we agree, we will comply with your request unless the information I needed to provide you with emergency treatment.
- Right to confidential communications. You may request communications in a certain way or at a certain location, but you must specify in writing how or where you wish to be contacted.
- Right to inspect and copy. You have the right to inspect and copy your mental health information regarding decisions about your care; **however, Progress Notes may not be inspected and copied.** We may charge a fee for copying, mailing, and supplies. Under limited circumstances, your request may be denied; you may request review of the denial by another licensed mental health professional chosen by Audrey Simmons, LMHC, PA, Audrey Simmons, LMHC. Audrey Simmons, LMHC, PA, Audrey Simmons, LMHC will comply with the outcome of the review.
- Right to request clarification of the record. If you believe that the information we have about you is incorrect or incomplete you may ask to add further clarifying information. You may ask for a form for that purpose. The form will require certain specific information. Audrey Simmons, LMHC, PA, Audrey Simmons, LMHC is not required to accept the information that you propose.
- Right to accounting of disclosures. You may request a list of the disclosures of your mental health information that have been made to persons or entities other than for treatment or health care operations.
- Right to a copy of this Notice. You may request a paper copy of this Notice at any time, even if you have been provided with an electronic copy.

6. **REQUIREMENTS REGARDING THIS NOTICE**

Audrey Simmons, LMHC, PA, Audrey Simmons, LMHC is required to provide you with this Notice that governs your privacy practices. Audrey Simmons, LMHC, PA, Audrey Simmons, LMHC may change its policies or procedures in regard to privacy practices. If and when changes occur, the changes will be effective for mental health information we have about you as well as any information we receive in the future. Any time you come in to Audrey Simmons, LMHC, PA, Audrey Simmons, LMHC for an appointment, you may ask for and receive a copy of the Privacy Notice that is in effect at the time. You may also retrieve a copy of further **Client Rights** upon request, which discusses client rights within the scope of Audrey Simmons, LMHC, PA, Audrey Simmons, LMHC core values and how they relate to the federal/statutory law outlined above.

7. **COMPLAINTS.**

If you believe your privacy rights have been violated, you may file a complaint with Audrey Simmons, LMHC, PA, Audrey Simmons, LMHC. You will not be penalized or retaliated in any way for making a complaint. A client also has the right to file a complaint regarding privacy of their medical information with the Secretary of the US Department of Health and Human Services toll free at 1-877-696-6775.

CONTACT: Please call Audrey Simmons, LMHC at Audrey Simmons, LMHC, PA to discuss issues of privacy. If you have a request regarding this notice and would like to place restrictions on uses and disclosure for health care treatment or operations, you may obtain any of the forms mentioned to exercise your individual rights described above.

CLIENT NAME: _____ SIGNATURE _____ DATE _____