

Notice of Privacy Practices

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

Therapists' commitment to clients' privacy includes the following information:

This therapy practice is dedicated to maintaining the privacy of clients' personal health information as part of providing professional care. This therapy practice is required by law to keep clients' information private. These laws are complicated, but legally, therapists must give clients this important information. This notice is a shorter version of the full, legally required Notice of Privacy Practices and clients may have copies of this longer version at any time to read and reference. In this abbreviated Notice of Privacy Practices, all possible situations cannot be covered, so clients are encouraged to be in contact regarding additional questions or problems and/or visit www.hhs.gov/ocr/hipaa.

If client or therapist wants to use or disclose (send, share, release) client information for any purpose not documented in this Notice of Privacy Practices, it will be discussed with the client. The client will be asked to sign a Release of Information Form in order for private information to be distributed.

The following are examples of when the law requires the disclosing of client information without completing a Release of Information Form with a client in advance:

1. There is a serious threat to the client's health and safety, the health and safety of another individual, and/or the public. In situations like these, information will only be shared with a person or organization that is able to help prevent or reduce the threat.
2. Particular lawsuits and court proceedings are in progress.
3. A law enforcement official needs information to investigate a crime or a criminal.
4. Worker's Compensation and other benefit programs request information/medical billing.

There are some other situations like those addressed above, however, most do not arise very often. For more information, please review the longer version of the Notice of Privacy Practices or visit the website mentioned above.

Clients' rights regarding their health information:

1. Clients can ask the therapist to communicate with them about their health and related issues in a particular way or at a certain place that feels private. For example, a client may ask the therapist to call his/her home instead of his/her work to schedule or cancel an appointment. The therapist will do her best to accommodate the clients' needs.
2. Clients have the right to ask the therapist to limit information is shared with people involved in their care or the payment of their care. This includes family members and friends.
3. Clients have the right to look at the health information the therapist has about them such as medical and billing records. Upon request, a copy of these records may be obtained for each client, however, a fee may be charged for copy costs.
4. If a client believes that the information in his/her records is incorrect or incomplete, the client can ask the therapist to make some kinds of changes (called amending) to his/her health information. A client must make this request in writing and send it to the therapist. The client must tell the therapist the reasons why s/he wants the changes made.
5. Clients have the right to a copy of this Notice of Privacy Practices. If the therapist changes this Notice of Privacy Practices, the therapist will inform the client and make new copies available upon request.
6. Clients have the right to file a complaint if they believe that their privacy rights have been violated. Clients can file a complaint with the therapist and the Department of Regulatory Agencies, Mental Health Section, 1560 Broadway, Suite 1350, Denver, CO, 80202. All complaints must be in writing. Filing a complaint will not change the health care the therapist provides to the client in any way.

Clients may contact Emily McNeil, LPC, R-DMT, EMDR-I at (303) 817-0730; Jennifer Platt, LPC, R-DMT, EMDR-I, at (303) 618-3095; or Debbie Carter, NCC, LPCC at (720) 935-2440 or Eli Moch, LPC, ATR, EMDR-II at (303)547-6254 with questions or concerns regarding this notice or health information privacy policies at any time.

The effective date of this notice is January 1, 2014.

Finally, clients may have other rights that are granted to them by the laws of this state and these may be the same or different from the rights described above. The therapist will be happy to discuss these situations with the client at any time.

Client's Name: _____

Client or Parent/Guardian Signature(s): _____ Date: _____

_____ Date: _____

Therapist Signature: _____ Date: _____