

PIMA COUNSELING, LLC
520-461-0922
WWW.PIMACOUNSELING.COM

**HEALTH INSURANCE PORTABILITY & ACCOUNTABILITY ACT (HIPAA)
NOTICE OF PRIVACY PRACTICES**

This notice describes how medical information about you may be used and disclosed, and how you can get access to this information.

Address questions about this notice to Pima Counseling LLC at 520-461-0922.

Pima Counseling, LLC is required by law to maintain the privacy of protected health information and to provide you with this notice concerning the use and disclosure of your protected health information. "Protected health information" is information about you, including demographic information, that may identify you and that relates to your past, present, or future behavioral health and related health care services. Pima Counseling, LLC will follow the terms of the Notice currently in effect; however, we reserve the right to change the terms of this Notice. Any revised HIPAA Notice of Privacy Practices will include the effective date and will be provided at intake or upon request.

You will be asked to sign a Consent to Release Information allowing Pima Counseling, LLC to exchange your protected health information with another party for purposes of continuity and coordination of your health care services. With your consent, your protected health information may be used and disclosed to other people or outside agencies who are involved in your care.

Examples of the types of uses and disclosures that are permitted are given below. These are not all-inclusive, but they describe the types of uses and disclosures that may be made by our office once you have provided consent.

Treatment: Pima Counseling, LLC may use and disclose your protected health information to provide, coordinate, or manage your health care or related services with a third party. For example, Pima Counseling, LLC would disclose your protected health information to other physicians who may be treating you, to a physician to whom you have been referred, or to any other physician or health care provider who, at the request of your primary physician, assists with your diagnosis or treatment.

Appointment Reminders: Pima Counseling, LLC may contact you as a reminder that you have an appointment with us. Thus, the fact that you are a client would be vulnerable information to anyone who could access the call. You will be given the opportunity to tell us that you do not want to be contacted at certain numbers and we will attempt to honor that request consistently.

Payment: Pima Counseling, LLC may use and disclose your protected health information to obtain payment for your health care services. This may include the disclosure of medical information to obtain prior authorization, for making a determination of eligibility or coverage, for reviewing services for medical necessity, and for utilization review activities.

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Health Care Internal Operations: As we grow, Pima Counseling, LLC may perform certain internal operations such as quality assessment, employee review, licensing and accreditation, and other business activities. Pima Counseling, LLC may share your information with third party “business associates” that perform various activities (e.g., records storage) for Pima Counseling, LLC. In such cases, Pima Counseling, LLC will have a written agreement that will protect the privacy of your health information.

Health Care Oversight Activities: Pima Counseling, LLC may disclose protected health information to a health care oversight agency. These oversight activities could include audits, investigations, inspections, and licensure. These activities are necessary for the government to monitor the health care system, government programs and compliance with civil rights laws.

Law or Law Enforcement Requirement: Pima Counseling, LLC will disclose protected health information about you when required by federal, state, or local law:

- In response to a court order, subpoena, warrant, summons, or similar process.
- About the victim of a crime if we are unable to obtain the person’s agreement.
- About criminal conduct at any Pima Counseling, LLC program/facility, or in emergency situations.

Research: In very rare instances, Pima Counseling, LLC may disclose your protected health information to researchers. Such disclosure would be considered when protocols have been established to ensure the privacy of your protected health information.

Serious Threat to Health or Safety: Pima Counseling, LLC may use and disclose protected health information about you when necessary to prevent a serious threat to your health or safety or the health and safety of the public or another person.

Abuse or Neglect: Pima Counseling, LLC may disclose your protected health information to an authority that is authorized by law to receive reports of abuse or neglect (e.g., CPS, APS). In addition, Pima Counseling, LLC may disclose your protected health information to an authorized governmental entity or agency if we believe that you have been a victim of abuse, neglect, or domestic violence. In this case, the disclosure will be made consistent with the requirements of applicable laws.

YOUR RIGHTS REGARDING YOUR PROTECTED HEALTH INFORMATION

Right to Inspect and Copy: Pima Counseling, LLC is required to retain your original record. However, you have the right to inspect and copy your protected health information. Usually, this includes medical and billing records, but does not include psychotherapy notes. If you request a copy of your records, Pima Counseling, LLC may charge a fee for costs associated with your request, such as copying or mailing. In certain limited circumstances, your request may be denied. If this occurs, you may request a review of the denial.

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Right to Amend: If you believe that your protected health information is incorrect or incomplete, you may ask that the information be amended. Your request must be written and must include a supporting reason for the request. Pima Counseling, LLC may deny the request if you ask for information not compiled by Pima Counseling, LLC, or information that is not maintained by Pima Counseling, LLC. Pima Counseling, LLC may deny the request if the maintained protected health information is found to be complete and accurate.

Right to an Accounting of Disclosures: You have the right to request a list of disclosures Pima Counseling, LLC has made to others about your protected health information. Your request must be written and must state a time period less than six years and not prior to January 1, 2007. Your written request should indicate the format in which you wish to receive this list. You will be charged whatever cost is incurred in providing this information to you, including administrative time and copying fees.

Right to Request Restrictions: You have the right to request a restriction or limitation on the protected health information Pima Counseling, LLC would use or disclose about you for treatment, payment, or health care operations. That request must be written and must define what information you want to limit, whether to limit use, disclosure, or both use and disclosure, and to whom you want the limits to apply. Pima Counseling, LLC is not required to and may not comply with your request for restriction if the information is needed to provide emergency treatment or to meet orders of the court.

Right to Request Confidential Communications: You have the right to request that Pima Counseling, LLC communicate with you about medical matters in a certain way or at a certain location. For example, you may ask that Pima Counseling, LLC only contact you at work or by mail. We will accommodate all reasonable written requests.

Right to Revoke Permission: You may, at any time, revoke your permission for Pima Counseling, LLC to use or disclose your protected health information. If you revoke your permission in writing, Pima Counseling, LLC will no longer use or disclose protected health information about you for the reasons covered in your written revocation. Pima Counseling, LLC is unable to take back any disclosures already made with your permission.

Right to a Paper Copy of this Notice: You have the right to a paper copy of this privacy notice. You will receive a copy of this privacy notice during the intake process. You may request and receive a copy of this privacy notice at any time.

COMPLAINTS

If you believe that your privacy rights have been violated, and you have been unsuccessful in resolving your complaint with Pima Counseling, LLC, you may file a complaint with the

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Secretary of the Department of Health and Human Services. The quality of your care will not be jeopardized and you will not be penalized for filing a complaint.