

## HIPAA Notice of Privacy

This notice describes the Health Insurance Portability and Accountability Act of 1996 (HIPAA) and how medical information about you may be used and disclosed as well as how you can get access to this information. Please review it carefully.

### Patient Rights To Privacy

The clinicians at LifeWorks Psychotherapy Center are dedicated to maintaining the privacy of your personal health information (PHI) as part of providing professional care. We are required by law to keep your information private and you must be given the following legal information.

**This document is a shorter version** of the full, legally required *Notice of Privacy Practices*. You may have a copy of the longer version, if you request it. In addition, a copy of this document is available in the HIPAA Help folder reception area. Or, you may read the full version of the *Notice of Privacy Practices* online. Please review at the following website:

<http://www.hhs.gov/ocr/privacy/hipaa/understanding/consumers/>

If you have any questions or concerns about your rights or privacy, please speak to your therapist about them. If further information is needed, you may also contact our Privacy Officer, Pat Cochran, Psy.D.

### Release of Health Care Information

Information about your health (obtained from you or from your other health care providers) is used mainly to provide you with treatment. It may also be used for business activities, referred to as "healthcare operations" in the HIPAA Help folder. These include providing you with a receipt or billing statement for session payments you have made, a diagnosis/diagnoses and type of treatment session provided, if requested.

If you, or your LifeWorks therapist, want to disclose (send/share/release) your healthcare information for any other purpose, your therapist will discuss this with you and ask that you sign an authorization form to allow this. (Your therapist cannot disclose this information without your written permission.)

### Exceptions to the legal/professional obligation to keep your health care information private:

- Threat to health or safety.

If there is serious threat to your health/safety or to the health/safety of another individual/the public, the obligation to keep health care information private may be waived. (In this case, your therapist would share information with a person/organization who might be able to prevent/reduce these threats).

- Some lawsuits and/or legal court proceedings.
- If a law enforcement official requires me to do so.
- For Workers Compensation and similar benefit programs.

Here are some other rare exception situations where your therapist may disclose information without your permission:

- Situations where your records might be needed to investigate a criminal;
- Situations where your records are requested by public health officials for the investigation of diseases or injuries;
- Situations after your death; situations where you are being investigated by the government or military officials.

These exceptions are discussed in the long version of the Notice of Privacy Practices document in the HIPAA Help folder in the reception area.

### **Your Rights Regarding Your Health Care Information**

You can request that your therapist communicate with you about your health and related issues in a particular way or at a certain place that is more private for you. For example, you can ask that s/he call you at home and not at work to schedule or cancel an appointment. Your therapist will make reasonable efforts to do as you ask.

You have the right to limit what your therapist tells people involved in your care (or people involved in paying for your care), such as family members and friends.

You have the right to look at the health information LifeWorks has about you, such as your medical and billing records. You may even request a copy of these records. There is an administrative fee of \$60/hr, pro-rated and a charge of \$.15/sheet for copies. Please speak to your therapist directly to make a request to look at your healthcare information. You are entitled to view the following information, if applicable:

- The notations made regarding the medication prescriptions and monitoring provided to you by another clinician;
- The modalities and frequencies of treatment sessions provided for you;
- The results of clinical tests/self-report forms/symptom monitoring sheets in your chart;
- A written summary (written by your therapist) of your diagnosis, functional status, treatment plan, symptoms, prognosis and progress to date.

You have the right to accurate information in your health records. If you believe LifeWorks records contain incorrect or missing information, you have the right to ask your therapist to make amendments to your records. Please make this request in writing, indicate the reasons you want to make these changes and give the dated, written request to your therapist for placement in your medical chart.

You have the right to file a complaint if you believe your privacy rights have been violated. You can file a complaint with your therapist, LifeWorks "privacy officer," Pat Cochran, Psy.D., and with the Secretary of the Department of Health and Human Services ([www.hhs.gov](http://www.hhs.gov)). All complaints must be in writing. Filing a complaint will not change the healthcare you are provided.

You have the right to a copy of this notice. Please keep this copy. If this *Notice of Privacy Practices* document is amended, the changes will be posted in the reception area for your review, or you can request an amended copy.

If you have questions regarding this notice of health information privacy policies, please speak to your therapist directly. Your therapist can be reached by phone at (847)568-1100, or by appointment.

## **Other Rights**

You may have other rights granted to you by the laws of the State of Illinois and these may be the same or different than the federal rights described above. For further information on Illinois State Law protecting patient rights, please review the Medical Patients Rights Act at:

<http://www.ilga.gov/legislation/ilcs/ilcs3.asp?ActID=1525&ChapterID=35>

If you have additional questions about this issue, please ask your therapist.

For further information on HIPAA regulations (Health Insurance Portability and Accountability Act, 1996), or your right to privacy regarding healthcare information, please visit [www.hhs.gov/ocr/hipaa](http://www.hhs.gov/ocr/hipaa) (the US Department of Health and Human Services website).

**This notice went into effect on January 30, 2013.**