

Notice of Privacy Practices & Individual Rights

This notice describes how medical and health information about you may be used and disclosed. This notice summarizes the rights you have as a consumer of services with Gwendolyn Hickey, LCSW. Please review it carefully. I respect patient confidentiality and only release medical information about you in accordance with Illinois and federal law. This notice describes my policies related to the use of the records of your care generated by treatment with Gwendolyn Hickey, LCSW.

Use and Disclosure of Protected Health Information

In order to effectively provide you quality and responsible care, there are times when I will need to share your medical information with others outside my practice. This includes for:

Treatment: I may use or disclose medical information about you to provide, coordinate, or manage your care or any related services, including sharing information with others outside my practice that we are consulting with or referring you to.

Payment: Information will be used to obtain payment for the treatment and services provided. This will include contacting your health coverage plan for prior approval of planned treatment or for billing purposes.

Healthcare Operations: I may use information about you to coordinate our business activities. This may include setting up your appointments and reviewing your care.

Information Disclosed Without Your Consent

Under Illinois and federal law, information about you may be disclosed without your consent in the following circumstances:

Emergencies: Sufficient information may be shared to address the immediate emergency you are facing.

Follow Up Appointments/Care: I may be contacting you to remind you of future appointments or information about treatment alternatives or other health-related benefits and services that may be of interest to you. I may leave messages on your voicemail or answering machine unless you tell me not to do so.

As Required by Law: This would include situations where I have a subpoena, court order, or am mandated to provide public health information, such as communicable diseases or suspected abuse and neglect such as child abuse, elder abuse, or institutional abuse. **Criminal**

Activity or Danger to Others: If a crime is committed on my offices' premises or against me I may share information with law enforcement to apprehend the perpetrator.

Summary of Individual Rights

Your rights while receiving services from Gwendolyn Hickey, LCSW are protected by Illinois and Federal laws including the Mental Health & Developmental Disabilities Code, the Illinois MHDD Confidentiality Act, the Federal Health Insurance Portability and Accountability Act (HIPAA) and various other Federal laws and regulations. You will not be deprived of any of your rights solely because you are receiving services here. You may request assistance in answering questions about your rights at any time, and a complete copy of our rights statement from your therapist or counselor. In order to be in compliance with the above rules and regulations, Gwendolyn Hickey, LCSW is providing you with this summary of your individual rights. This is your copy.

1. You will not be discriminated against of any rights, benefits, and privileges guaranteed by the Illinois and Federal Constitutions solely because you use services from Gwendolyn Hickey, LCSW. Services will not be denied, reduced, suspended, or terminated if you exercise any of these rights. If you have a guardian, Gwendolyn Hickey, LCSW will cooperate with your guardian.

2. You will not be denied services because of age, gender or sexual orientation, race, religious belief, ethnic origin, marital status, disability, or a criminal record that is unrelated to your current service needs.
3. You have a right to be treated in an ethical and professional manner. You have the right to treatment in the least restrictive manner. You have the right to have an interpreter present when you receive services from Gwendolyn Hickey, LCSW if English is not your primary language, or if you are hearing impaired. You have the right to be free from abuse, neglect, and exploitation. You have the right to be free from the use of restraint and seclusion, as Gwendolyn Hickey, LCSW does not use them.
4. You have a right to privacy. No information about you will be disclosed to others without your informed verbal and written consent. These rights are covered in our Privacy Practices Statement.
5. You have the right to purchase and use the services of your choice. While Gwendolyn Hickey, LCSW serves you, you are free to use private physicians, other professionals, and other programs and services with Gwendolyn Hickey, LCSW or elsewhere. You have the right to use non-medical services if you so choose.